



# Seller & Seller Administrator Manual

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# Introduction

## ***Welcome to BuySpeed Online***

BuySpeed Online is an Internet-enabled application that provides decentralized purchasing functionality specifically designed for government agencies. It is best viewed using Internet Explorer 6, or later.

Welcome To **BuySpeed Online**

Welcome to ProcureAZ, the State of Arizona's online procurement portal.

To view online tutorials and quick reference guides about using ProcureAZ, please access [http://azdoa.gov/agencies/spo/info\\_azprocure.asp](http://azdoa.gov/agencies/spo/info_azprocure.asp)

**FOR NEW VENDORS: Click on this [link](#) to access a quick reference guide on how to register as a supplier.**

- [Register](#)**  
Register here to begin using BuySpeed Online.  
Vendors, please read this [disclaimer](#) prior to registering.
- [Open Bids](#)**  
Browse open bid opportunities.
- [Active Contracts](#)**  
Browse active Contracts/Blankets.
- [Contract & Bid Search](#)**  
Search for Bids and active Contracts/Blankets.

Login ID:

Password:

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*Figure 1- 1. BuySpeed Online login page*

The BuySpeed Online seller module allows providers of commodities and services to:

- Register with an agency by filling out an online application;
- Maintain that application according to commodities and services offered;
- View bid opportunities indexed by commodity and service then respond electronically online; and
- View Purchase Orders.

The unique services offered by BuySpeed Online accelerate routine business processes, expand buying opportunities and reduce overall costs.

## ***Benefits of BuySpeed Online***

BuySpeed Online offers numerous benefits to sellers including:

- Ease of accessibility – BuySpeed Online is available from any workstation with access to the Internet.
- Paperless notification – BuySpeed Online eliminates manual retrieval of purchase orders and bids.
- No time constraints – BuySpeed Online is accessible 24 hours a day seven days a week

This manual has been created to assist you in using BuySpeed Online. If you have any questions, please contact the agency you are registered.

# **Application Basics**

## ***Home Page/Control Center***

BuySpeed Online was designed to put the information you need right at your fingertips in an easy-to-use format: when you first log in to the BuySpeed Online application, you will be greeted by name and will see a tabbed listing of:

- 1) News and Information
- 2) Open and Closed Bids (from the last 14 days) where your company was listed as a bidder;
- 3) Your working quotes
- 4) Any purchase orders awarded to you that have not yet been acknowledged;

This is your home page within the application and it is called the **Control Center**. The sections displayed on the control center are dynamic: they are based on up-to-the-minute available data from the agency and/or those items targeted to you.

Each tab has a number in parentheses showing the number of documents waiting for you on each tab.



**Figure 2- 1. Control Center (Home Page)**





## Header/Navigation Menu

The navigation menu allows you to move within the application and gives you access to open and closed bids, purchase orders, and account maintenance. As you travel through the application, you will always see this menu at the top of each page.



**Figure 2- 2. Navigation Header**

There are several key icons in the navigation menu:

	Accesses the search screen.
	Accesses the help manual.
	Accesses the administrative reports, if the agency has configured reports for use by vendors.
	Logs out of BSO.

## Roles

If you have multiple roles within BuySpeed Online (for example you are Seller as well as an Seller Administrator for your company), you will see role tabs in the upper-right corner of the header as indicated below. Each role within the application will have its own control center. For example, the Seller Administrator has an organization maintenance focus, while the Seller has a purchasing information focus. The tabs will not appear in the application if you only play one role.

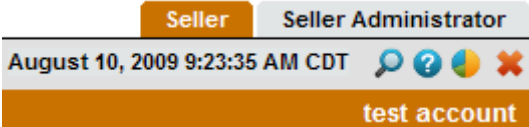


Figure 2- 3. Navigation Header – Multiple Roles

### My Account

The My Account link in the navigation menu allows you to keep your individual user profile current with the agency. Modifying your personal login information does not change your company’s general information with the agency. To maintain the overall organization information with an agency, you must have the role of Seller Administrator and must use the Seller Maintenance functions.

My Account Information

My Information

Salutation			
First Name	Tim	Last Name	Garza
Job Title	tester	Department	
Email	tgarza@goperiscope.com		
Company	Tim's Test Vendors		
Phone	(000)000-0000		

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Figure 2- 4. My Account Overview

Use the **Edit** button to update your personal information. You can change your title, contact information, as well as your login password and login security question and answer. You may also select the default tab that you wish to begin on once you log in and view your home page. The user manual option allows you to select either the standard manual or text only version.



My Information

Salutation [dropdown]

First Name\* test Last Name\* account

Job Title\* tester Department [empty]

E-mail\* tgarza@goperiscope.com

Company Bob's Taxidermy

Phone\* (512) 328 - 1007 Ext. [empty]

Change Password\* [masked] Confirm Password\* [masked]

Login Question [empty]

Login Answer [empty]

Default Homepage Tab for Seller News [dropdown]

User Manual Version: [dropdown]

Save & Exit Save & Continue Reset Cancel & Exit

Figure 2- 5. My Account Edit Page – User Maintenance

### Advanced Search

Access the advanced search screen by clicking on the magnifying glass icon in the navigation header. The advanced search option lets you search for bids, purchase orders, contracts and commodity codes:

Advanced Search

Search for: Module: Purchasing Module [dropdown] Document Type: [dropdown]

Exit

Bids  
Commodity Codes  
Contract/Blankets  
Items  
Purchase Orders  
Quotes

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Figure 2- 6. Advanced Search Screen

The search criteria that displays on the screen is dynamic and depends on the type of search being executed. For example, a commodity code search will prompt you to enter a class-level commodity code, an item-level commodity code, or a keyword, while a contract search will prompt you for a line item description or NIGP commodity code.

The screenshot shows the 'Advanced Search' interface. At the top, there are two dropdown menus: 'Module' set to 'Purchasing Module' and 'Document Type' set to 'Commodity Codes'. Below these is a 'Search Using' dropdown set to 'ALL of the criteria'. The 'Search Fields' section contains four input fields: 'NIGP Class' (a dropdown menu), 'NIGP Class Item' (a dropdown menu), 'NIGP Group' (a text box), and 'Description' (a text box). At the bottom of the search area are two buttons: 'Find It' and 'Clear'. Below the search area is a large 'Exit' button.

Figure 2- 7. Advanced Search Screen – Commodity Code Search

The search page uses ‘LIKE’ functionality. This means that exact matches are not required and results will be returned that include any portion of the keyword or code entered. For example, if you are searching for class codes that include 00, you can enter 00 in the Class field, click on **Find It**, and see all commodity codes where 00 is included (005, 100, etc.).

The search results will appear immediately below the search box. If multiple pages of results are returned, you will see multiple pages of results showing the number of records displayed out of the total number of results returned.

Results

1-25 of 81  
1 2 3 4

Bid #	Description	Purchase Method	Bid Opening Date	Organization	Dept/Loc	Purchaser	Total	Status	Alternate Id
<a href="#">AGENCY10-00000168</a>	test	Open Market	08/10/2009 09:30:00 AM	Arizona Department of Administration	00003 / MAIN	Greg Boshart	\$50.00	Sent	
<a href="#">AGENCY10-00000164</a>	Chris H Test	Open Market	08/05/2009 02:28:18 PM	Arizona Department of Administration	SPO / SPO	Brian Banister	\$500,017.50	Approved	
<a href="#">AGENCY10-00000163</a>	Chris H Test	Open Market	08/06/2009 02:29:00 PM	Arizona Department of Administration	SPO / SPO	Organization Administrator	\$500,017.50	Sent	
<a href="#">AGENCY10-00000161</a>	Open Mkt Req	Open Market	09/23/2009 03:47:00 PM	Arizona Department of Administration	SPO / ADMIN	Jeff Anderson	\$201,190.76	Sent	
<a href="#">AGENCY10-00000160</a>	Open Mkt Req	Open Market	08/19/2009 03:11:00 PM	Arizona Department of Administration	SPO / ADMIN	Jeff Anderson	\$201,190.76	Sent	

Figure 2- 8. Advanced Search Screen – Results Display

If more than ten (10) pages of results are returned, you will see arrow icons to use for paging through the results.

### Customer Service

The customer service screen allows you to contact an agency representative for additional information or for assistance with some of the items that are found in the BuySpeed Online application.

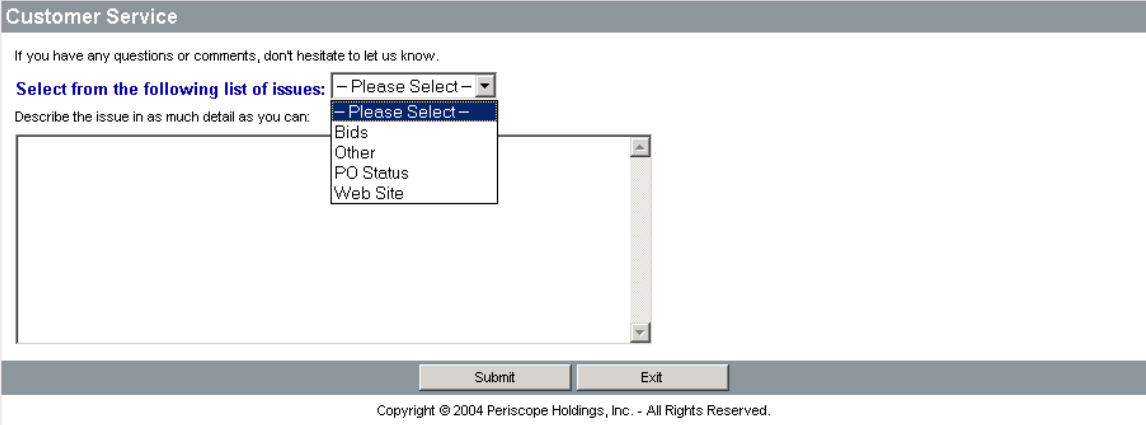


Figure 2- 9. Customer Service Screen

Select the appropriate category and enter your comments or questions in the large comment box. An email will be sent to the agency administrator, who will respond to your request.

A confirmation page like the one shown below will appear once you have submitted your request:

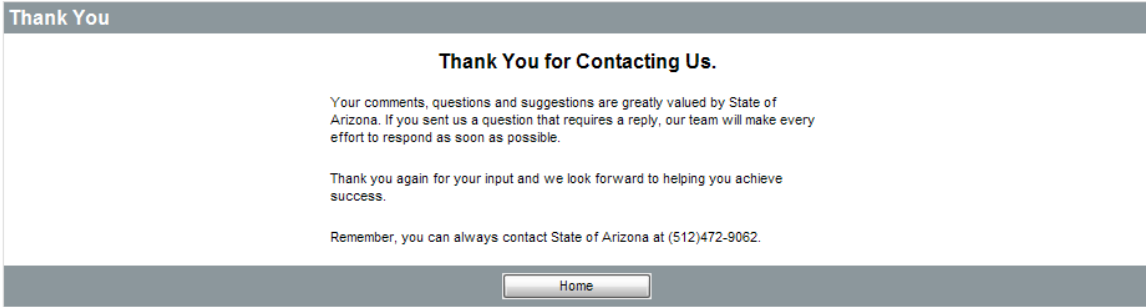


Figure 2- 10. Customer Service Confirmation Screen

# Red and Yellow Error Messages

BuySpeed Online has developed a series of messages that will display when data inside your document is not right, criteria are not met or when required fields are not properly filled out. Messages in yellow...

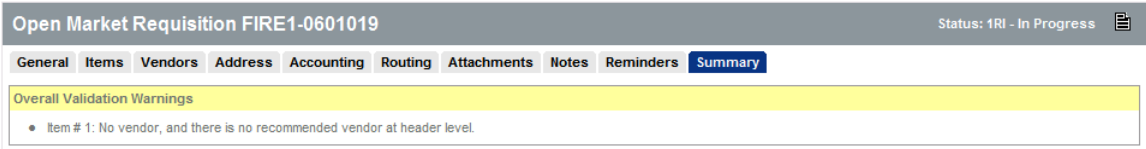


Figure 2-11. Yellow Error Message

...Are errors that do not require any intervention. The document can continue, the message is strictly for your information.

Messages in red, on the other hand, will stop your document dead in its tracks...

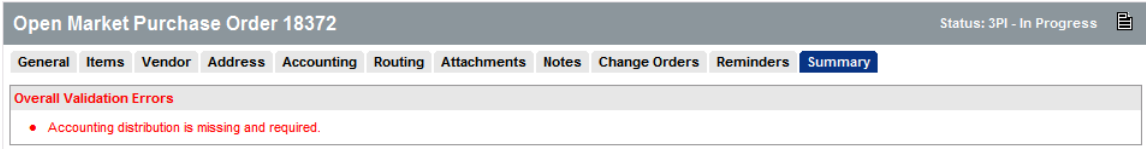


Figure 2-12. Red Error Message

A red error means that the document does not have sufficient information to continue forward. Once the proper data is entered, you may continue your document to completion.

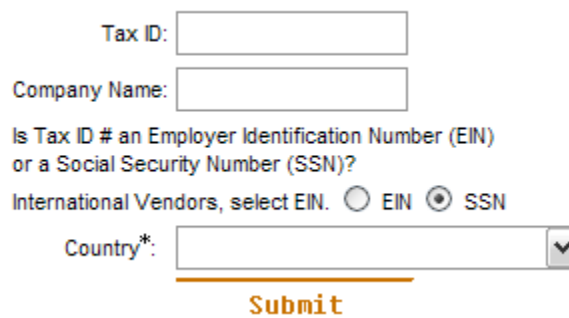
# Getting Started

## ***Online Seller Registration***

Online seller registration allows providers of commodities and services to register with an agency. Registration allows a seller to view bid opportunities as well as purchase orders.

To register with an agency, click on the **Register** button at the web site designated by the agency for BuySpeed Online. A pop-up box like the one shown below will appear, prompting you for the Tax ID number and Name of your company.

Enter the requested information and click on **Submit**.



Tax ID:

Company Name:

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?

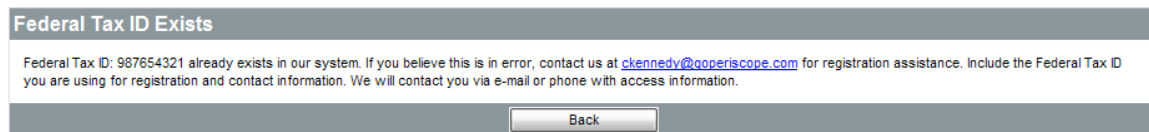
International Vendors, select EIN.  EIN  SSN

Country\*:

**Submit**

*Figure 3- 1. Registration Box*

If the Tax ID has already been registered with the agency, the following error page will appear:




**Federal Tax ID Exists**

Federal Tax ID: 987654321 already exists in our system. If you believe this is in error, contact us at [ckennedy@goperiscope.com](mailto:ckennedy@goperiscope.com) for registration assistance. Include the Federal Tax ID you are using for registration and contact information. We will contact you via e-mail or phone with access information.


*Figure 3- 2. Registration Error Page*

In addition, an email will be submitted to the Seller Administrator indicating that an attempt was made to register the company again. If the Tax ID and Company Name do not already exist with the agency, a new registration screen will appear with your company name and tax ID number.

The first section of the online seller registration process requests general information about your company.

At any time during the registration process, you can click on the  icon for assistance in completing each registration form.

**Register**

**Company Information** 

Company Name\*

Business Description

Mailing Address Line 1\*

Address Line 2

Address Line 3

Address Line 4

City\*  State\*

ZIP\*  County

Country  Company Phone\*

Company FAX  Company Email\*

Tax ID #\*  Length of Time in Business

State of Incorporation  Year of Incorporation

Preferred Delivery Method

Would you like to be registered as an emergency supplier in the case of an emergency?  
 Note: Emergency suppliers must be available 24 hours a day, 7 days a week.  Yes  No

Emergency Phone\*  Ext.

Emergency Contact\*  Emergency Email\*

Emergency Info Comment

Figure 3- 3. Registration – Company Information

Required fields are identified by an asterisk. You must enter these fields at a minimum in order to continue with the registration process. Fields without an asterisk are optional entry fields. You may enter data for these items, but it is not required. Use the Tab key to advance to the next field, or click in the field with the left mouse button.

- Company Name**                      Enter the name of your company. This is a required field.
- Mailing Address**                      Enter the general address of your company. This will be the default mailing address for your company. You may change this address at any time. Address line 1 is a required field. Line 2, Line 3 and Line 4 are not required fields.
- City**                                      Enter the city of your company. This is a required field.
- State/Province**                      Select the state or province of your company from the drop-down menu. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you with further details. This is a required field.
- ZIP**                                        Enter the ZIP code of your company. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please enter '00000'. An agency representative may contact you for further details. This is a required field.

County	Enter the county of your company. This is not required field.
Country	Enter the country of your company. This is not a required field.
Company Phone	Enter the default phone number of your company. This is a required field.
Company Email	Enter the default email address for the company in general or of the contact person for your company. This is a required field.
Company FAX	Enter the default FAX number of your company. This is not a required field.
Tax ID#	Enter the federal tax ID for your company, or your social security number if you do not have a federal tad ID number. The following are acceptable formats - ##-#####, ##### and ###-##-####. This is a required field.
State of Incorporation	If your company is incorporated, enter the state in which your company was incorporated. This may not be the state in which you are doing business. For example, some Texas companies are incorporated in Delaware. This is not a required field.
Year of Incorporation	If your company is incorporated, enter the year in which your company was incorporated. This is not a required field.
Business Description	Enter a general description of your company. This is not a required field.
Length of Time in Business	Enter the length of time your company has been in business. This is not a required field.
Emergency Supplier	Select 'Yes' if you choose to be designated as an emergency supplier. You will be prompted to provide additional address information upon submittal of this page. Emergency suppliers must be available 24 hours a day, 7 days a week.

The second section of the online seller registration process concerns the addition of Administrative User information. The Administrative User has the ability to maintain the organization's general information with the agency and will also be able to add additional users. An organization can have more than one administrative user. However, it is not a good idea to make everyone in the organization an administrative user since this would allow him or her to modify the organization's records with the agency.

Required fields are identified by an asterisk. You must enter these fields before advancing further into BuySpeed Online. Fields without an asterisk are optional entry fields. Use the Tab key to advance to the next field, or click into the field with your left mouse button.

The screenshot shows a registration form titled "Administrative User Information". It contains the following fields:

- Salutation: A drop-down menu.
- First Name\*: A text input field.
- Last Name\*: A text input field.
- Job Title\*: A text input field.
- Department: A text input field.
- Email\*: A text input field.
- Phone\*: A form with three boxes for area code, number, and extension, separated by a hyphen.
- Login ID\*: A text input field.
- New Password\*: A text input field.
- Confirm Password\*: A text input field.
- Login Question: A text input field.

At the bottom of the form are four buttons: "Add Another Address", "Continue Registration", "Reset", and "Cancel".

*Figure 3- 4. Registration – Administrative User*

**Salutation** Choose a salutation from the drop-down box for the administrative user being entered.

**First Name** Enter the first name of the administrative user. This is a required field.

**Last Name** Enter the last name of the administrative user. This is a required field.

**Job Title** Enter the job title of the administrative user. This is a required field.

**Department** Enter the department name for the administrative user, if applicable. This is not a required field.

**Phone** Enter the phone number of the administrative user. This is a required field.

**Extension** Enter the phone extension of the administrative user, if applicable. This is not a required field.

**Email** Enter the email address of the administrative user. This is a required field.

**Login ID** Select a login ID for the administrative user. The login ID will allow you access into the system. It must be 5 - 8 characters long. This is a required field.

**Password** Select a login password for the administrative user. In conjunction with the login ID, the password will allow you access into the system. This is a required field.

**Login Question** This question will be asked of you in the event that you forget your password. If answered correctly, your login ID and password will be emailed to you. This is not a required field.



**Login Answer** This is the answer to your login question. If answered correctly, your login ID and password will be emailed to you. This is not a required field.

### Add Additional Addresses

Once the general company information and administrative user information have been entered, you can add additional addresses or continue registration. The address from the Company Information section will be added as your default mailing address. If you have a separate address for purchase orders, bids, or invoices, select the option to **Add Another Address**.

If you chose to be registered as an emergency supplier, you will be prompted to enter an emergency contact address.

Address Book - Your Company Name

Enter a New Address ?

Address Type: Bid Mailing Address

Name this Address\*

Contact Name\*

Address Line 1\*

Address Line 2

Address Line 3

Address Line 4

City\* State\*

ZIP\*

County Country

Phone\* Ext

FAX Email\*

Status: Active

Default address for this address type

Save & Add Another Save & Continue Registration Reset Cancel & Continue Registration

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Figure 3- 5. Registration – Additional Address Screen

**Address Type** Select the type of address (emergency contact, bid mailing, PO mailing, remittance). This is a required field.

**Address Name** Enter a descriptive name for the address (i.e. Corporate, Bids, POs, etc). This is a required field.

**Contact Name** Enter the primary contact person for this address. This is a required field.

**Line 1** Enter the first line of the street address. This is a required field. Lines 2, Line 3 and Line 4 are not required fields.

**City** Enter the city for the address. This is a required field.

**State/Province** Enter the state or province for the address. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you for further details. This is a required field.

**ZIP** The ZIP code. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please '00000'. An agency representative may contact you for further details. This is a required field.

**County** The county. This is not required field.

**Country** The country. This is not a required field.

**Phone** The phone number associated with this address. This is a required field.

**Email** The email address associated with this address. This is a required field.

**Fax** The fax number associated with this address. This is not a required field.

**Save & Add Another** address as necessary, or **Save & Continue** with registration. After you have entered all applicable addresses, you will be prompted to select a region (if applicable for the agency) when you continue with your registration.

If the agency does not request that sellers register by region, only the All Regions box will be shown. If there are various regions to choose from, choose the appropriate region in which you would like to be considered for purchases. The default value is all regions. Select **Save and Continue** to continue registering with the agency.

## Adding Payment and Shipping Terms

You will be prompted to select your specific payment, shipping, and other terms, along with your company's identification by category when you continue registration.

Terms, Categories, and Certifications - Your Company Name

**Terms**

Payment Terms

Shipping Method

Shipping Terms

**Categories & Certifications**

**Category: Minority-Owned Business**

**Category Types ( *\*\*\* Please select exactly one category type \*\*\** )**

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>	Minority-Owned Business	

**Category: Small-Business**

**Category Types**

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>		
<input type="checkbox"/>	Small Business	



Figure 3- 6. Registration – Terms and Categories Screen

### Adding Vendor Categories

Some categories require that you select only one option, whereas others allow you select multiple categories. Choose the applicable categories from those listed and to add certification, click **Save & Add Certification**. have entered your terms and categories, you will be prompted to identify the commodities and services that your company provides.

### Add Certification

**Add Vendor Certification - Ace Hardware**

<b>Vendor ID</b>	00721878
<b>Category</b>	
<b>Category Type</b>	FEMALE OWNED
<b>Certification Source</b>	October 5 Test ▾
<b>Certification ID *</b>	<input type="text"/>
<b>Effective Date (MM/DD/YYYY) *</b>	<input type="text"/> 
<b>Expiration Date (MM/DD/YYYY)</b>	<input type="text"/> 
<b>Certification Status</b>	Active ▾
<b>Certification Description</b>	<input type="text"/>

To add certification, choose the certification source from the pull-down, enter your certification ID, effective dates, certification status and description.

### Add Commodity Codes

Attaching commodity codes to your profile helps ensure your company will be included when bids are created for those products or services. This can be done during registration. A seller administrator can add or delete commodity codes anytime. To find a commodity code, use the browse or search functions in BSO.

Commodity and Service Codes - Your Company Name ?

Search

**NIGP Class**

**NIGP Class Item**

**NIGP Keyword**

**Search using**

NIGP Code Browse

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services

*Figure 3- 7. Registration – Commodity Search Screen*

## Searching the NIGP Code

In the specific code lookup field, type the commodity class, commodity item, or keyword that you would like to search for.

### **Show NIGP Categories**

- 1) In the Category listing, click on the category item code number you would like to search. The Class listing for that category is displayed.
- 2) In the Class listing, click on the code number of the class you would like to search. The Item listing is displayed.

### **Select a Commodity Code**

To select a class-item commodity code, simply check the box to the left of the code to add that commodity to your registration. When you are finished, click the **Save and Add More** or **Complete Registration** button located at the bottom of the page.

NIGP Code Browse		Show Categories
<a href="#">02</a>	Agricultural Equipment and Related Products and Services	
<a href="#">019</a>	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	
<a href="#">020</a>	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	
<a href="#">022</a>	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS	
<a href="#">040</a>	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE)	
<a href="#">325</a>	FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)	
<a href="#">685</a>	POULTRY EQUIPMENT AND SUPPLIES	
<a href="#">810</a>	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, AND PAINT)	
<a href="#">825</a>	STOCKMAN EQUIPMENT AND SUPPLIES	

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Figure 3- 8. Registration – Commodity Selection Screen

## Confirmation of Registration

After you have successfully registered as a seller on the site, you will see the following confirmation page:

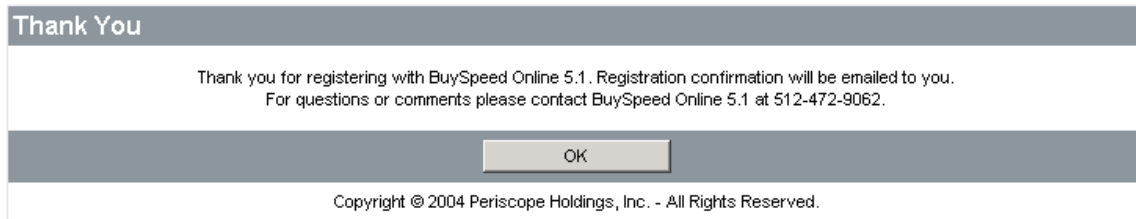


Figure 3- 9. *Registration Confirmation Screen*

You will also receive email confirmation once your account has been activated.

Please note that the agency may set up BSO to require your account to be verified and activated by an agency administrator. The email containing your ID and system generated password will be emailed once the account is activated.

## Logging In

To log in to BuySpeed Online, enter the user name you chose during registration in the **Login ID** field and either press the Tab key or use your mouse to move the cursor to the **Password** field by clicking in the text box. Enter in your password and then click on the **Login** button.

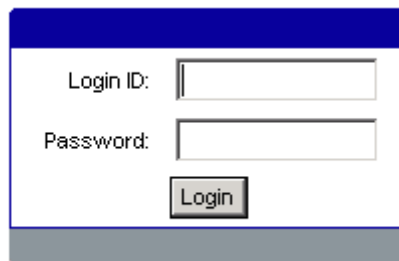
A screenshot of a login dialog box. It has a blue header bar. Below the header, there are two text input fields. The first field is labeled "Login ID:" and the second field is labeled "Password:". Below the password field is a "Login" button. The dialog box has a grey border and a grey footer bar.

Figure 3- 10. *Login Dialog*

## Login Error Handling

If you make a mistake while entering in your *Login ID* or your *Password* or forget your *Password* you will be re-directed to the Error Login screen. From here you can attempt to login again by typing in the same information in the fields provided, or you can click on the **Login Question** link.

**Error: Attempted Login Unsuccessful**

We are sorry, there was a problem logging you into the BuySpeed Online 5.1 website:

- Invalid login ID

Please make sure that your information is correct and try again. For help contact the BuySpeed Online 5.1 system administrator.

**Retry Login**

Please enter your login information again:

**Login ID:**

**Password:**

[If you have forgotten your password, answer your Login Question](#)

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*Figure 3- 11. Login Unsuccessful Screen*

At the Login Question\_page, enter in the answer to your “Login Question” that was created when you registered and click on “Submit”. **Note:** If you did not enter in a “Login Question” during your registration process, you will get an error when attempting to go to this page.

**Password Problems? - No Problem!**

BuySpeed Online 5.1 will be happy to e-mail your password to you immediately if you can answer your login question.

**Your Question:** What is your first name?

**Your Answer:**

If you do not know the answer to your login question, please contact BuySpeed Online 5.1 at 512-472-9062.

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*Figure 3- 12. Login Question Screen*

If you answer your login question correctly, you will automatically be emailed your password in a few minutes.

**Login Question Status**

You have successfully answered your login question. Your password will be emailed to you shortly.

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*Figure 3- 103. Login Question Confirmation*



# Bids

If an agency has named your company on a bid, an email will be sent and the bid will appear in the Open Bids section of the (Seller) homepage.

## View Open Bids

After logging into BuySpeed Online, bid opportunities that are within 14 days of the Bid Opening date will always appear on your Control Center under the **Open Bids** section. You can also view them by selecting the **Open Bids** option from the drop-down navigation menu.

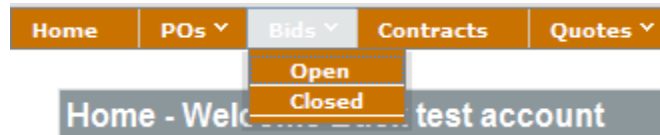


Figure 4- 1. Bids Menu

## Filter Bids By Category

When viewing open bids using the navigation menu, an intermediate screen allows you can view all open bid solicitations or filter by a specific product or service category.



Figure 4- 2. Bid Category Selection

The Open Bids results are then displayed. Below is an example of a listing for all category commodities. You can sort the results page using the column headings: **Bid #**, **Buyer**, **Description**, **Bid Opening Date**, **Pre-Bid Conference**, and **Plan Holder** information.

Select **Print Page** to print the page as is displayed on-screen, and **Cancel** to return to the login page.



## Open a Bid (After Registering)

To open and view a specific bid:

- 1) Click on the underlined bid number in the Open Bids selection list.
- 2) Respond to the Bid Acknowledge Receipt query that displays.

BuySpeed automatically allows you to send an acknowledgement receipt to the agency. Selecting “Yes” to the query ensures the agency is aware of your interest in this Bid should they publish an addendum in the future. Selecting “No” will still allow you to view the bid details for the selected bid, but will not prompt the agency to send you updates.

**Acknowledge Receipt**

**Bid #** B0000932

**Bid Description** Test-open market req

**Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?**

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*Figure 4- 5. Bid Acknowledge Receipt (Post-Registration)*

- 3) View the bid detail. When you click on the bid number link to open and view the bid document, you can use the item fields to calculate the quantity, and unit price. As you update the item fields, the item **Total Cost**, **Item Total**, and **Bid Solicitation** fields reflect the calculations.

**Bid Solicitation**

**Bid Solicitation ID** B0000932      **Opening Date** 10/29/2004 9:09:00 AM

**Buyer** Mei Zhu  
Phone: (354)453-5343  
[mzhu@goperiscope.com](mailto:mzhu@goperiscope.com)      **Description** Test-open market req

**Bid Amendments**

Amendment #	Date	Note
1	2004-08-12 08:15:54.0	first test revision on oracle Header 1. Bid OpeningDate changed from "11/29/2004 09:09:00" to "10/25/2004 09:09:00". first test revision on oracle
2	2004-08-12 08:46:21.0	Header 1. Bid OpeningDate changed from "10/25/2004 09:09:00" to "10/26/2004 09:09:00". test revision again
3	2004-08-12 09:59:04.0	kiyyuouy97987iy9 Header 1. Bid OpeningDate changed from "10/26/2004 09:09:00" to "10/29/2004 09:09:00". uyrtyu

**Bid Detail**

Item #	Print Seq	Description	Quantity	UDM	Unit Price	Total Cost
<u>1</u>	1.0	office supplies	1000.0	EA	\$0.10	\$100.00
<b>Bid Solicitation Total</b>						<b>\$100.00</b>

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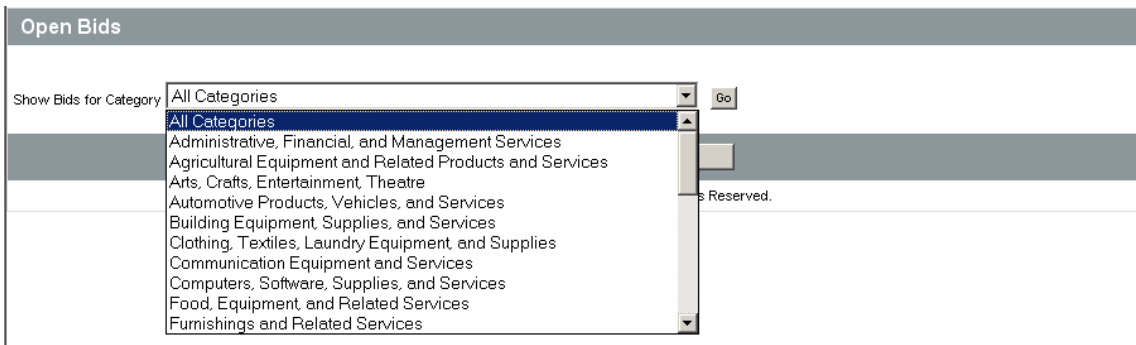
*Figure 4- 6. Bid Solicitation*

## View Open Bid List Prior to Seller Login/Registration

Registered and unregistered sellers can view open bid opportunities at any time without logging into the BuySpeed Online.

The initial process for viewing a list of open bids is identical for registered and unregistered sellers:

- 1) Click on the **Open Bids** link located on the main login screen.
- 2) Choose a bid category. Both unregistered and registered sellers can view bids within a certain product or service grouping by using the Bid Category selection dropdown menu to choose a commodity group such as “Computers, Software, Supplies, and Services.” To access all open bid solicitations, choose All Categories from the category dropdown.
- 3) Click **Go**.



*Figure 4- 7 Open Bids--Bid Category Selection*

The Open Bids results are then displayed. Below is an example of a listing for all category commodities. You can sort the results page using the column headings: **Bid #**, **Buyer**, **Description**, **Bid Opening Date**, and **Pre-Bid Conference** information. Select **Print Page** to print the page as is displayed on-screen, and **Cancel** to return to the login page.

Bids - Opened					
Bid #	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Tabulation
<a href="#">00000039</a>	Katherine Lewis	Mei test bid	11-19-2002 14:36:54		<a href="#">Bid Tabulation</a>
<a href="#">00000040</a>	Katherine Lewis		11-16-2002 17:23:33		<a href="#">Bid Tabulation</a>
<a href="#">00000041</a>	Angela King	New shelves	11-14-2002 10:31:52		<a href="#">Bid Tabulation</a>
<a href="#">00000042</a>	Rebecca Raven	Forklifts	11-14-2002 10:52:30		<a href="#">Bid Tabulation</a>
<a href="#">31</a>	Anne Barton	test bid31	10-31-2002 14:08:17		<a href="#">Bid Tabulation</a>
<a href="#">32</a>	Terrance Grahn		11-11-2002 12:00:00		<a href="#">Bid Tabulation</a>

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*Figure 4- 8. Open Bids Listing*

## Open a Bid (Registered Seller)

To open and view a specific bid as a registered seller:

- 1) Click on the underlined bid number in the Open Bids selection list.
- 2) Respond to the Bid Acknowledge Receipt query that displays.

BuySpeed automatically allows you to send an acknowledgement receipt to the agency. Selecting “Yes” to the query ensures the agency will automatically send you any updates and modifications to the selected bid. Selecting “No” will let still allow you to view the bid details for the selected bid, but will not prompt the agency to send you updates.

**Acknowledge Receipt**

**Bid #** B0000932  
**Bid Description** Test-open market req

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes No

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*Figure 4- 9. Bid Acknowledge Receipt (Registered Seller)*

- 3) View the bid detail.

### **Open a Bid (Unregistered Seller)**

An unregistered seller will follow a slightly different procedure to open a bid:

- 1) Click on the underlined bid number in the Open Bids selection list.
- 2) Respond to the **Acknowledge Receipt** query window asking you if you want to submit an acknowledgement receipt after submitting company information. Select “Yes” to continue to the registration form and submit an acknowledgement receipt. Submit “No” to bypass the receipt process and go directly to the detail for the selected bid.

**Acknowledge Receipt**

**Bid #** B0000932  
**Bid Description** Test-open market req

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes No

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*Figure 4- 10 Acknowledge Receipt (Unregistered Seller)*

- 3) Complete the Mini Register (company profile) form. The Mini Register information allows the agency to contact you if there are any amendments to the bid(s) that you upload:

**Mini Register**

Company Name\*

Mailing Address Line 1\*

Address Line 2

City\*  State/Province\*

ZIP\*  County

Company Phone\*    Company Fax

Contact Email\*

Contact First Name\*  Last Name\*

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**Figure 4- 11. Company Profile (Mini Register)**

Required fields in the mini-registration are marked with an asterisk and must be completed. Fields without an asterisk are optional entry fields. Use the Tab key to advance to the next field, or click into a field with the left mouse button.

Tax ID Number	This information is pulled in from your entry in the Federal Tax ID pop-up box.
Company Name	Enter the name of your company. This is a required field.
Mailing Address	Enter the general mailing address of your company. Address line 1 is a required field. Lines 2, 3, and 4 are not required fields.
City	Enter the city of your company. This is a required field.
State/Province	Select the state or province of your company from the drop-down menu. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you with further details. This is a required field.
ZIP	Enter the ZIP code of your company. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please enter '00000'. An agency representative may contact you for further details. This is a required field.
County	Enter the county of your company. This is not a required field.
Company Phone	Enter the telephone number of the company.

- 4) Select the **Continue** button after you complete the mini-registration. BuySpeed will submit your registration to the agency. Choose **Cancel** to view bid detail without submitting any company information to the agency, and to decline receiving automatic updates and bid amendments.
- 5) View the bid details.

**Bid Solicitation: BID-1043**

**Header Information**

<b>Bid Number:</b> BID-1043	<b>Description:</b> Test Bid	<b>Bid Opening Date:</b> 11/21/2005 10:20:00 AM
<b>Purchaser:</b> ADMINISTRATOR SYSTEM	<b>Department:</b> D1DP1 - Division 1 Dept 1	<b>Location:</b> D1L01 - Div 1 Dept 1 Loc 1
<b>Fiscal Year:</b> 06	<b>Show On Web:</b> Yes	<b>Allow Electronic Quote:</b> Yes
<b>Required Date:</b> 10/02/2006	<b>Available Date:</b> 11/08/2005 10:20:00 AM	

**Info Contact:**  
**Bulletin Desc:**

<b>Ship to Address:</b> Craig Jones Company Name 200 Main Street Austin, TX 55555-2000 US Email: maha@gpperspective.com Phone: (800)555-2000 Ext. 200 FAX: (800)444-2000	<b>Bill to Address:</b> Jenny Saxon 300 Main Street Austin, TX 55555-3000 US Email: rsaxon@gpperspective.com Phone: (800)555-3000 Ext. 300 FAX: (800)444-3000
---	---

**Item Information**

**Item # 1: (615-03-15032.0) test**

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:		Brand:		Model:		
Make:		Packaging:				

**Item # 2: (615-15-07440.1) Aspt book**

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:		Brand:		Model:		
Make:		Packaging:				

Print Page    Create Quote    Bid Q & A    Exit

Figure 4- 12. Bid Solicitation

Choose **Print Page** to print the Bid; choose **Cancel** to return to the selection list.

### View Bid Attachments

When a bid solicitation includes one or more attachments that supplement the bid detail, a **Bid Attachment** section will be displayed above the **Bid Detail** section of the bid:

Figure 4- 13. Bid With Attachments

### View Bid Amendment

When an agency issues an amendment to a bid, the amendment will be posted in a special section of the bid solicitation window:

Bid Solicitation						
<b>Bid Solicitation ID</b>	B0000931		<b>Opening Date</b>	8/23/2004 8:55:00 AM		
<b>Buyer</b>	Mei Zhu Phone: (354)453-5343 <a href="mailto:mzhu@goperiscope.com">mzhu@goperiscope.com</a>		<b>Description</b>	Test-open market req		
Bid Amendments						
Amendment #	Date	Note				
1	2004-08-12 15:37:15.0	Item 1 1. Quantity changed from "1000.0" to "1500.0".				
Bid Detail						
Item #	Print Seq	Description	Quantity	UDM	Unit Price	Total Cost
<b>1</b>	1.0	office supplies	1500.0	EA	\$0.10	\$150.00
Bid Solicitation Total						\$150.00
<input type="button" value="Print Page"/> <input type="button" value="Exit"/>						
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*Figure 4- 14. Bid with Amendments*

## Review Quotes

### Quotes Overview

Quotes are generated from bids; they record your response to a bid or other request for pricing in the BuySpeed system. Each seller's response to a bid is an individual quote.

### Responding to a Formal Bid

To respond to a formal bid, from the Bid view click the Create Quote button at the bottom of the screen.

The first tab that appears is the general tab



Figure 5-1. Quote General

Description	Defaults to the description of the bid. This can be changed.
Delivery Days	Days to deliver items or services from award of PO.
Discount Percent	If entered, will automatically be applied to all items on quote. This can be done on an item by item basis on the item tab.
Is No Bid	Checkmark to formally respond to bid without actually bidding on items. If you elect to do this, skip straight to the summary tab after saving this screen.
Alternate Bid	If this is the second quote for the vendor, it can be flagged as an alternate bid.
Terms	Defaults from the vendor profile
Promised Date	Date to deliver items to agency
Info Contact	Contact information for questions regarding quote
Comments	Field to enter in notes to Agency
Custom Columns	BSO supports customized fields as set up by agencies. These fields may be marked required and will need to be filled in to complete the tab.

Once all fields are entered, click **Save and Continue**.

**Items Tab**

The items tab is where the vendor enters in their pricing.

Item #	Print Sequence	Questions Exist	Description							
			Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid
1	1.0	No	covered arena 200' x180'							
			2.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>
Alternate Description:										
2	2.0	No	Item 2							
			12.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>
Alternate Description:										
Quote Response Total								\$0.00		

Figure 5-2. Items Tab)

Unit Cost	Cost per item
Discount Percentage	If the vendor is applying a discount, enter it here
Tax Rate	If applicable
Freight	Enter in freight charge
No Bid	The vendor is not submitting a price quote for the item
No Charge	The vendor will supply the item free of charge
Alternate description	If the item will differ from the description entered by the agency, enter that information here.

Once all fields are entered, click **Save and Continue**.

**Questions Tab**

The agency may ask questions of the vendor. These questions may be required to answer. The type of answer the vendor is allowed to give will depend on what the agency has selected for an answer type. These can vary from yes/no to a text field for entry.

Quote 00000218 - Bob's Taxidermy

General Items **Questions** Subcontractors Notes Terms & Conditions Attachments Summary [Back to Bid](#)

Question #	Required	Question	Response
1	No	Can you drive a car?	<input type="radio"/> Yes <input type="radio"/> No

*Figure 5-3. Questions Tab*

Once all fields are entered, click **Save and Continue**.

### **Notes Tab**

The notes tab allows the vendor to enter in internal notes or memos to other vendor users who may work on the quote. Please note that the agency cannot see this tab so do not enter in notes to the agency here.

Quote 00000218 - Bob's Taxidermy

General Items Questions Subcontractors **Notes** Terms & Conditions Attachments Summary [Back to Bid](#)

**i** The quote notes tab is for vendor users to enter useful information about the quote. Only authorized users who have access to this profile can view the information added to this tab. This information is not viewable by the agency.

Delete	Note Date	User	Note
<input type="checkbox"/>			<input type="text"/>

Save & Continue Reset

*Figure 5-4. Notes tab*

Once all fields are entered, click **Save and Continue**.

### **Terms and Conditions Tab**

The Terms and Conditions tab is a required tab for the vendor to respond. The attachments for the bid will be visible here in case the vendor did not download the attachments from the bid. Typically the Terms and Conditions are part of this attachment list.

If you accept the terms and conditions, click yes and Save and Continue, If you do not accept the terms or have exceptions to them, select that option and then enter in the reasons for not accepting them. Please note your quote will be flagged for agency view for not accepting the terms.

Quote 00000218 - Bob's Taxidermy

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary [Back to Bid](#)

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
<a href="#">_Test# (WMI Diag.doc)</a>	testing	754,688 bytes
<a href="#">_Tes to file add (DRAFT 7.5.1 Purch-create Contract PO.doc)</a>		1,034,752 bytes
<a href="#">_really qreat barn (Barn_Small.jpg)</a>	a super barn	23,047 bytes
<a href="#">_Terms (VENDOR TERMS.txt)</a>	Terms	77 bytes
<a href="#">_Test Attachment (screenshot1.doc)</a>	This is only a test	135,168 bytes
<a href="#">_Sample File (Sample Attachment-2.txt)</a>		118 bytes

Do you accept the terms & conditions of the bid?  Yes  Yes with exceptions  No

If you do not fully accept the terms & conditions, please note the exceptions below:

Figure 5-5. Terms and Conditions

### Attachments Tab

The attachments tab allows the vendor to upload a document if necessary. These can range from references or financial information to specifications or proposals.

Quote 00000218 - Bob's Taxidermy

General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary [Back to Bid](#)

**i** Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

**i** Click **Add Attachment** to add attachments.

No Attachments

Figure 5- 6. Attachments Tab

To attach a document, click the Add Attachment button. The following screen will appear:

**Add File**

**i** Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Name\*:

Description:

File\*:

Location: vendor/00000018/quote

Figure 5-7. Adding an Attachment

You may name the file or choose to have the name be the same as the uploaded file. To select the file, click the Browse button. The windows explorer view will appear to allow you to select the document. Once completed, click Save and Exit. The item is now attached to the quote.

**Summary Tab**

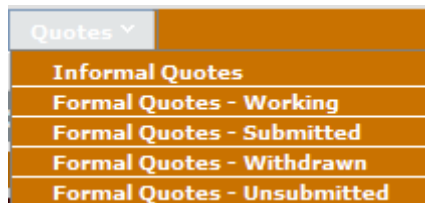
The summary tab is the last chance to look over the data entered in. If any changes need to be made, click the tab to go back to that screen to edit. Once everything is entered in, click Submit Quote at the bottom of the screen. Once the quote is submitted, the quote is officially saved for view once the Agency opens the bid.

If any changes to the bid need to occur at this point, click Withdraw Quote to pull the quote back to the vendor’s control. Clicking Reopen Quote will open the quote for editing. Please note that the vendor must resubmit the quote to Submitted status in order for it to be used for bid tabulation and awarding.

**View Quote**

Registered sellers can view quotes they have entered:

From the **Quotes** menu, select from **Informal Quotes**, **Formal Quotes-Working**, **Formal Quotes-Submitted**, and **Formal Quotes-Unsubmitted**.



*Figure 5-8. Quotes Menu*

Quote Type	Description	Modifiable?
Informal Quote	Quote has been submitted “on-the-fly” directly from an agency Requisition.	Yes
Formal Quotes-Working	Quote is in progress, but has not yet been submitted to agency in response to a bid solicitation (RFQ).	Yes
Formal Quotes-Submitted	Quote has been completed and submitted to agency.	No. Changes can be submitted as an Alternate Bid.
Formal Quotes-Withdrawn	Quote has been withdrawn from submitted status by vendor	Yes, provided that the bid has not reached the open date/time
Formal Quotes – Unsubmitted	All working quotes, regardless of bid status	Depends on bid status

### Submit Informal Quotes

An agency may allow you to respond to certain requisitions by using an informal quote.

To view new informal quote opportunities, select the Informal Quotes option from the **Quotes** dropdown menu.

The **Informal Quote** column indicates the status of the informal quote opportunities:

- **“Create”** indicates an informal quote opportunity that you have not responded to. Choose this link to create a new quote.
- **“View”** indicates that an informal response has already been submitted. Choose this link to view or modify an existing informal quote (see a related section in this help system titled “View Informal Quotes”).

Informal Quote list			
Req Number	Description	Estimated Total	Informal Quote
R0000172	Test req	\$0.00	<a href="#">create</a>

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*Figure 5-9. Informal Quote Selection Window*

Use the line-item portion of the informal quote form to enter the Unit Price and Freight charges you wish to quote.

When the informal quote form is complete and accurate, select the **Save** command to submit your response to the agency requesting your quote.

Select **Cancel** to return the to the Informal Quote List window.

Informal Quote - Requisition R0000172						
Requisition Number	R0000172	Description	Test req			
Buyer	timothy garza Phone: (512)328-1007 Fax: tgarza@goperiscope.com					
Ship To	Dennis Schiavon 3204 Amnicola Hwy. Chattanooga, TN 37406	Bill To	Arthur Clark 427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402			
Item #	Description	Quantity	UOM	Unit Cost	Freight	Total Cost
1	Fire coats	30.0	EA	0.00	0.00	\$0.00
Informal Quote Total						\$0.00

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*Figure 5-10. Informal Quote Entry Form*

### View Informal Quotes

To view informal quotes that you’ve submitted in response to a bid opportunity, select the **Informal Quotes** item from the Quotes dropdown menu.

Informal Quote list			
Req Number	Description	Estimated Total	Informal Quote
R0000172	Test req	\$0.00	<a href="#">create</a>

[Exit](#)

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Figure 5-11. Informal Quote List

BuySpeed Online will open a list displaying bidding opportunities (marked with a “create” in the **Informal Quote** column) as well as informal quotes you’ve already submitted (marked with a “View”).

The **Req Number** column lists the agency requisition number(s) that originated the bid to which you responded, it is used by the agency to identify your quote.

To review an informal quote, select the corresponding **View** link in the Informal Quote column. BuySpeed Online opens the quote you submitted.

Informal Quote - Requisition R0000172						
Requisition Number	R0000172	Description	Test req			
Buyer	timothy garza Phone: (512)328-1007 Fax: tgarza@goperiscope.com					
Ship To	Dennis Schiavon 3204 Amnicola Hwy. Chattanooga, TN 37406	Bill To	Arthur Clark 427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402			
Item #	Description	Quantity	UDM	Unit Cost	Freight	Total Cost
1	Fire coats	30.0	EA	0.00	0.00	\$0.00
Informal Quote Total						\$0.00

[Save & Exit](#)   
 [Save & Continue](#)   
 [Cancel & Exit](#)

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Figure 5-12. View Informal Quote

**Modify Informal Quote**

You can make changes to the data in the Quantity, Unit of Measure, Unit Price, and Freight fields and select **Save** to re-submit the modified quote.

Select **Cancel** to return to the informal Quote list page.

**Note:** after you save your modifications, canceling this screen will not cancel the modifications.

Open Formal Quotes –Working

Select the **Formal Quotes – Working** item from the Quotes menu to view a list of formal quotes that have not been submitted and are not past the bid opening date.

Quotes - Working			
Quote #	Bid #	Bid Opening Date	Date Last Modified
<a href="#">Q0000390</a>	<a href="#">B0000932</a>	10/29/2004 09:09:00	09/03/2004 10:14:53
Print Page		Exit	

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*Figure 5- 153. Formal Quote (Working)*

### **Modify Working Quote**

To open a quote for review or to modify, select the corresponding number in the **Quote #** column. Notice that when the quote opens, it is enabled for editing.

Select a number in the **Bid #** to view the corresponding bid document.

The **Bid Opening Date** column displays the date quotes for this bid will officially be reviewed.

The **Date Last Modified** column indicates when the most recent changes were made to the current quote.

Select **Print Page** to generate a printed version of the document.

Select **Cancel** to return to the Seller Control Center.

### View Submitted Quotes

To open a submitted quote for review:

- 1) Select the “Formal Quote–Submitted” option from the **Quotes** menu.
- 2) A selection list opens displaying formal quotes that have been submitted.
  - The **Bid Opening Date** column displays the date quotes for this bid will officially be reviewed.
  - The **Date Last Modified** column indicates when the most recent changes were made to the current quote.
  - Click the number in the **Quote #** column that corresponds to the quote you wish to review.
  - Select a number in the **Bid #** column to view the corresponding bid document.
- 3) After the quote is opened, select **Print Page** to generate a printed version of the document.
- 4) Select **Cancel** to return to the Seller Control Center.

### **Modify Submitted Quote**

Notice that when the quote opens, it is not enabled for editing. To modify the quote you submitted, you must re-submit the quote information using an alternate bid. Please see the section titled “Submit Alternate Quote.”

### **Create Alternate Quote (Re-Submit a Modified Quote)**

Creating an alternate quote is an easy way for you to submit new quote data to an agency, even after submitting an earlier quote. To submit an alternate quote:

- 1) Open the corresponding bid from the Control Center, or by using the Bids menu or the Look Up tool.



- 2) On the bid that opens, you can see the quotes you have already submitted in response to this bid in the panel labeled “Your Existing Quotes for Bid X.” Do not select any of those quote numbers. Instead, move to the lower half of the window containing an empty quote form.
- 3) Click in the **Alternate Bid** checkbox so that it is checked.
- 4) Complete the fields with your new quote information. Enabled fields include **Quantity**, **Unit Price**, **Freight** and **Brand** fields. As you tab from field to field, notice that the Quote Response total automatically updates with each modification to Quantity, Unit Price, and Freight.
- 5) Select **Save** to create a record of the alternate quote.
- 6) Select **Submit Response** to submit your alternate quote record to the agency.
- 7) Select **Print Page** to print the Alternate Bid for your records.
- 8) Select **Cancel** to return to the previous screen.

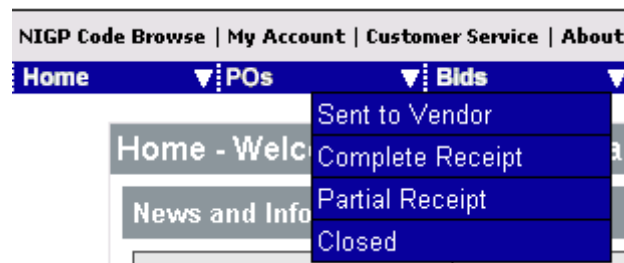
## Purchase Orders and Contracts

### *Purchase Order and Contracts Overview*

Registered sellers can view any purchase orders awarded to them, as well as view items on contract with the agency.

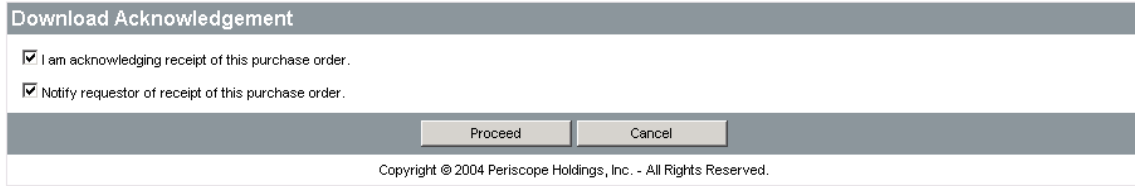
### *View Purchase Orders*

When you log into the BuySpeed Online application, you will automatically see a list of open purchase orders awarded to you. At any time, you can access all of the purchase orders awarded to you via the Purchase Order dropdown menu in the navigation bar:



*Figure 6- 1. Purchase Order Menu*

In order to view the purchase order, simply click on the purchase order number to open the order details. If you haven't yet acknowledged receipt of the purchase order, you will be asked to:



Download Acknowledgement

I am acknowledging receipt of this purchase order.

Notify requestor of receipt of this purchase order.

Proceed Cancel

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*Figure 6- 2. Purchase Order Acknowledge Screen*

You must acknowledge receipt of the purchase order before you can view the details. To acknowledge the purchase order:

- 1) Check the box marked “I’m acknowledging receipt of this purchase order”. If you are not acknowledging receipt, leave the box unchecked.
- 2) Check the box marked “Notify requestor of receipt of the order” if you want an email to be sent to the document requestor. If you do not want to send the notification leave the box unchecked.
- 3) Click **Proceed** to view the purchase order.

This purchase order detail page shows the customer’s billing and shipping information, as well as a list of the products they ordered from you.

Select the

**BuySpeed Online 5.1**  
 319 Congress  
 Austin, TX 78701  
 512.472.9062  
<http://www.goperiscope.com>

Purchase Order			
<b>Vendor</b>	Number: 005580 Your Company Name 100 anywhere st austin, TX 78750	<b>Purchase Order Number</b>	P0019871
<b>Delivery Date</b>	N/A	<b>P.O. Date</b>	09/03/2004
<b>FOB</b>		<b>Terms</b>	
<b>Buyer</b>	ADMINISTRATOR SYSTEM	<b>Department</b>	FH - Fire Hall
<b>Contact</b>	N/A	<b>Location</b>	N/A
<b>Fiscal Year</b>	05	<b>Description</b>	testing for screenshots
<b>Ship To</b>	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402	<b>Bill To</b>	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402

Purchase Order Detail					
Item #	Description	Quantity	UOM	Unit Price	Total Cost
1	SOIL SPUR VW4 SPURS	50.0	EA	\$0.00	\$0.00
<b>Purchase Order Total</b>					<b>\$0.00</b>

Figure 6- 3. Purchase Order Detail Screen

View Purchase Order Shipping History

Select the **Add/View Shipping** button to open the shipping history for the current purchase order.

**View Contracts/Blankets**

As a registered seller, you can view applicable contracts and blanket purchase orders that you may have with an agency. Access your contract listing by clicking on **Contracts** in the navigation header. A list of your active contracts will appear:

Browse Contracts/Blanket POs				
Catalog ID	Blanket/PO#	Description	Effective Date	Expiration Date
TimContract	<a href="#">P0019871</a>	testing for screenshots	09/02/2004	09/10/2004

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Figure 6- 4. Contract/Blanket Listing

Click on the blanket/PO# to view the contract/blanket details:

Contracts/Blanket POs			
<b>Blanket/Contract #</b>	P0019871	<b>Catalog ID</b>	TimContract
<b>Effective Date</b>	9/2/04	<b>Expiration Date</b>	9/10/04
<b>Buyer</b>	ADMINISTRATOR SYSTEM	<b>Department</b>	FH
<b>Info Contact</b>		<b>Location</b>	
<b>Fiscal Year</b>	05	<b>Description</b>	testing for screenshots
<b>Ship To</b>	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402	<b>Bill To</b>	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402
Details			
Class-Item	Item Description	Unit Cost	UOM
020-13	SOIL SPUR W/4 SPURS	\$0.00	EA
<input type="button" value="Cancel"/>			
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Figure 6- 5. Contract/Blanket Details

## Seller Administration

### Maintenance Home Page

Seller Administrators can maintain organization information and can maintain and add users to the seller account. The Seller Administrator maintenance home page looks as follows:




Maintenance Home Page for: Your Company Name		
<p><b>Maintain Organization Information</b></p>  <p>This section is used for maintaining organization information.</p>	<p><b>Maintain Users on this Account</b></p>  <p>This section is used to maintain users for the organization.</p>	<p><b>Add Users on this Account</b></p>  <p>This section is used to add users to the organization.</p>
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Figure 7- 1. Seller Administrator Homepage

### Maintain Organization Information

This option allows you to maintain all of the organization’s information, as registered with the agency including addresses, links, terms, categories, and commodities.

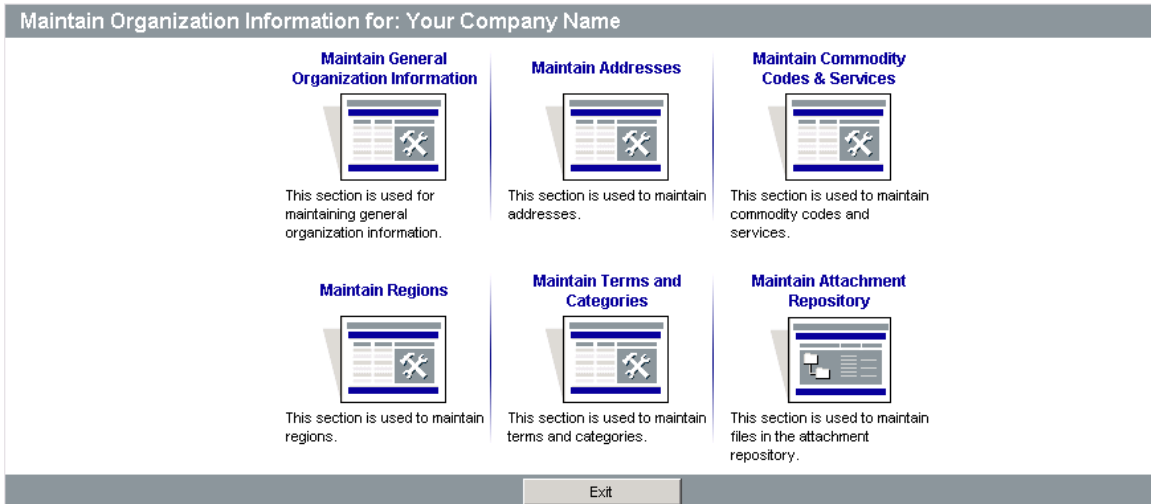


Figure 7- 2. Maintain Organization Homepage

### Maintain General Organization Information

This option allows you to maintain the organization’s default information including name and business description.

Figure 7- 3. Maintain Organization Information Entry Window

Vendor ID

This field displays your vendor id.

Company Name*	Enter or modify the company name. This is a required field.
Tax ID#*	Enter or modify the vendor Tax ID #. This is a required field.
Incorporation Details	Use the dropdown menu to select a state and enter the year of incorporation for the current vendor.
Business Description	Enter or modify a short business description.
Length of Time in Business	Enter or modify the number of Years, Months, or Weeks the vendor has been established as a business.
Prepared Delivery Method	Use the dropdown menu to select or change the preferred delivery method for bids sent to this vendor.
Comments	Use this field to enter additional information to this vendor record.
Emergency Supplier	Select the <b>Yes</b> button to designate the vendor as an emergency supplier who can deliver with short lead times, outside of standard work hours, and in cases of disaster.
Emergency Phone*	The phone number used to reach the vendor in emergencies. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Contact Name*	The contact name associated with this emergency supplier. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Email*	The email address associated with this emergency supplier. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Info Comment	Enter additional information about the Emergency Supplier.

Select **Save** to submit the new or modified record.

Select **Cancel** to return to the previous page.

### Maintain Addresses

This option allows you to maintain, add, or remove the organization’s various addresses that are registered with the agency. It is a good idea to periodically check your address information to make sure that the agency has the most current information for your company on file. This ensures they will always be able to get in touch with you for bid or purchase opportunities.

Maintain Addresses for: Your Company Name				
Name	Address Type	Address Information	Status	Default for Type
<a href="#">Edit</a>	General Mailing Address	Tim Garza 100 anywhere st austin, TX 78750 Email: tgarza@goperiscope.com Phone: (512)000-0000	Active	Yes

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*Figure 7- 4. Maintain Address Window*

To edit an existing address click on the **Edit** button which is located to the right of the address type heading for the address you wish to modify. Once you have made any necessary changes, click **Save** to submit the record. Click **Delete** to remove completely the address from your registration record. When an address needs to be added, click the **Add Another Address** button on the Maintain Addresses window. Complete the new address information and click **Save**. An asterisk identifies required fields. Fields without an asterisk are optional entry fields. Use the Tab key to advance to the next field, or click in the field with the left mouse button.

Address Book - Your Company Name	
Enter a New Address	
Address Type	<input type="text" value="Bid Mailing Address"/>
Name this Address*	<input type="text"/>
Contact Name*	<input type="text"/>
Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
City*	<input type="text"/> State* <input type="text"/>
ZIP*	<input type="text"/>
Country	<input type="text"/> Country <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> Ext <input type="text"/>
FAX	<input type="text"/> <input type="text"/> <input type="text"/> Email* <input type="text"/>
Status	<input type="text" value="Active"/>
<input checked="" type="checkbox"/>	Default address for this address type

*Figure 7- 5. Add Organization Address*

**Address Type** Select the type of address (emergency contact, bid mailing, PO mailing, remittance). This is a required field.

**Address Name** Enter a descriptive name for the address (i.e. Corporate, Bids, POs, etc). This is a required field.

**Contact Name** Enter the primary contact person for this address. This is a required field.

**Line 1** Enter the first line of the street address. This is a required field. Lines 2, Line 3 and Line 4 are not required fields.

**City** Enter the city for the address. This is a required field.

**State/Province** Enter the state or province for the address. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you for further details. This is a required field.

**ZIP** The ZIP code. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please '00000'. An agency representative may contact you for further details. This is a required field.

**County** The county. This is not required field.

**Country** The country. This is not a required field.

**Phone** The phone number associated with this address. This is a required field.

**Email** The email address associated with this address. This is a required field.

**Fax** The fax number associated with this address. This is not a required field.

### ***Maintain Regions***

This option allows you to maintain, add, and remove service regions, which are maintained by the agency, from your seller record.



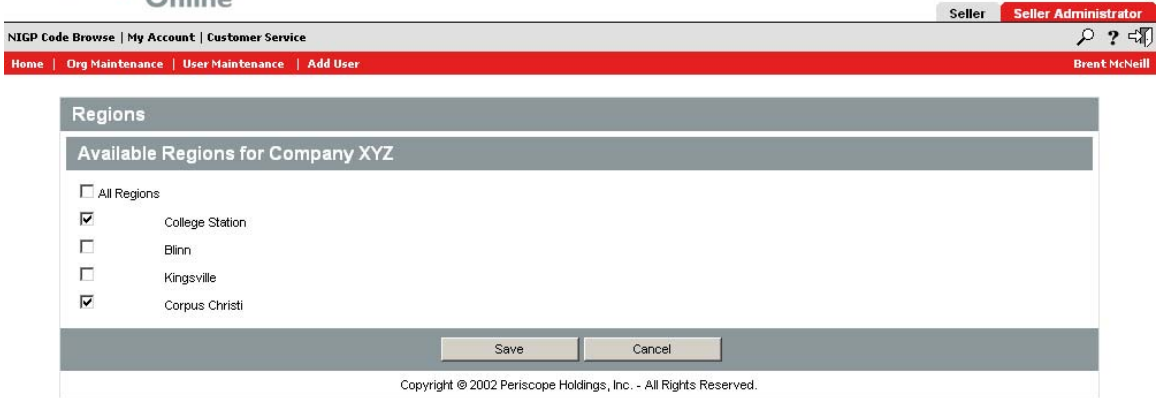


Figure 7- 6. Regions Selection Screen

Select available regions by filling the corresponding check box or clicking the **All Regions** check box to select all. Click **Save**. To remove regions, uncheck the selections and click **Save**.

### Maintain Commodity Codes and Services

This option allows you to maintain, by adding and removing, class-item commodity codes to your record.

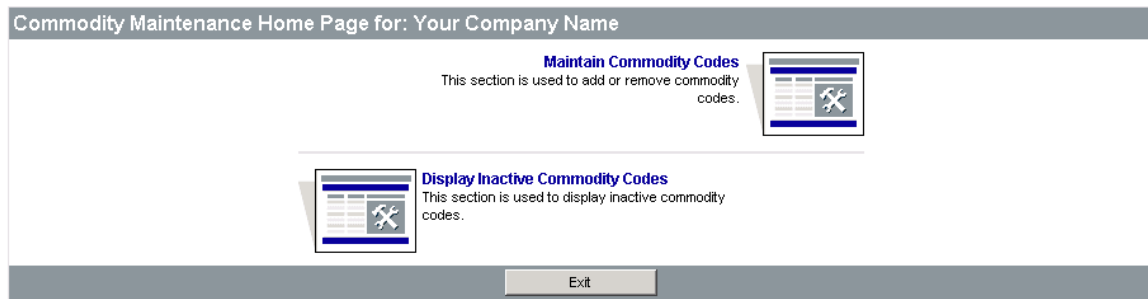


Figure 7- 7. Commodity Maintenance Homepage

View Existing / Add New Codes

Choose **Maintain Commodity Codes** to add new or modify existing codes:

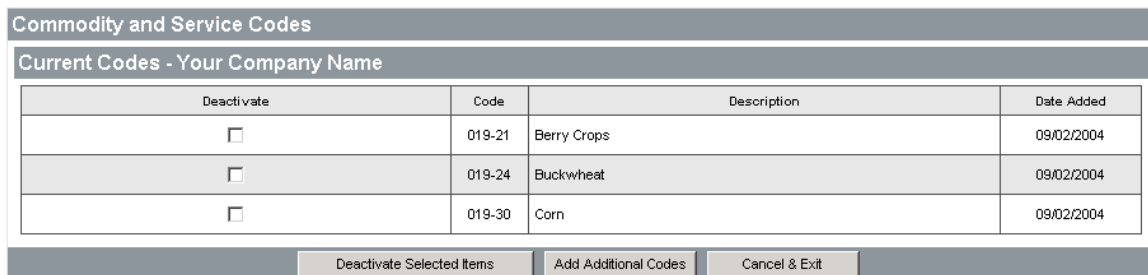


Figure 7- 8. Maintain Existing Commodity Codes Screen

To **Remove** commodity codes from your company profile, place a check in the checkbox to the left of the codes, in the **Remove** column.

To add a new commodity code to your company profile, select the **Add Additional Codes** button from the Commodity Codes screen. Then use the NIGP Code Brower feature to locate commodity codes you wish to add:

**Commodity and Service Codes - Your Company Name** ?

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**NIGP Code Browse**

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services

*Figure 7- 9. NIGP Browse Window (Add New Commodity Code)*

**View Inactive Codes**

Choose **Display Inactive Commodity Codes** to open a listing of inactive commodity codes:

**Commodity and Service Codes**

**Inactive Codes for Your Company Name**

Activate	Code	Description	User Last Updated	Deactivated Date
<input type="checkbox"/>	019-21	Berry Crops	CAPTURE	09/03/2004

*Figure 7- 10. Inactive Commodity and Services Screen*

### Maintain Terms and Categories

This option allows you to maintain, add, and remove payment and delivery terms, categories, and keywords. To maintain terms and categories either click the drop down for the field and select a new option, or click the check box or radio button to the left of the entry and click **Save**.

**Terms, Categories, and Certifications - Your Company Name**

**Terms**

Payment Terms

Shipping Method

Shipping Terms

**Categories & Certifications**

i By deselecting a category type, all its certification information will be deleted.

**Category: Minority-Owned Business**

**Category Types ( \*\*\* Please select exactly one category type \*\*\* )**

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>	Minority-Owned Business	
<input checked="" type="checkbox"/>	Non Minority-Owned Business	

**Category: Small-Business**

**Category Types**

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>		
<input type="checkbox"/>	Small Business	

*Figure 7- 11. Terms, Categories, and Links Window*

To maintain or add keywords and links, type the appropriate information in the Keyword and Keyword Links/URL fields and click **Save**. To remove keywords and links simply clear the fields and click **Save**.

### Maintain Users

In order to make changes to a user’s profile for an account, click on the **User Maintenance** command, located near the top of the BuySpeed Online menu bar. You will see a list of users for your organization and the roles they play within the application.

**User Maintenance for: Your Company Name**

Login ID	First Name	Last Name	Status	Role(s)
CAPTURE	Tim	Garza	Active	Seller Seller Administrator

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*Figure 7- 12. Maintain Users Selection Screen*

### Edit User Information

Click on the user’s last name to access the edit page that allows you to update the user information. You can use this page to reset passwords, change roles, or update departments or job titles.

Figure 7- 13. User Maintenance Entry Screen

You can assign roles to individual users to indicate the role they will play in the application. Users can have a role of either Seller or Seller Administrator. The Seller Administrator has all of the capabilities listed in this section, so you will want to limit this role to select users within the organization. When you are finished updating the user information, click on **Update** and you will return to the User Maintenance screen.

### Add New Users

You can add new users to your seller account by clicking on the Add Users icon.

Figure 7- 14. Add User Screen

Enter information about the user as described in the previous three sections and click on **Save**.

## About This Manual

This HelpFile was created by Periscope Holdings, Inc., a group of professionals providing products and services for government purchasing and workflow.

### **BuySpeed Products**

We understand the issues faced by purchasing professionals. The industry issues like shrinking budgets and the struggle to squeeze more out of each tax dollar, the challenge to do more with less. Therefore, you can select the BuySpeed product that best suits your needs right now and then, as your needs increase, add more functionality at any time.

Our BuySpeed family of products includes:

**BuySpeed eCatalog** - an aggregated catalog for purchasing;

**BuySpeed Online** – BuySpeed features in a web environment;

### **Professional Services**

We offer the following professional services:

- On-Site Training
- Installations
- Interface and Integration Services
- Custom Development
- Workflow and Process Analysis
- Project Management

For more information you can contact us at the following address:

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