City of **F**ort **W**orth **B**uySpeed **O**n-Line (BSO)

INSTRUCTIONS FOR NEW VENDORS

WHO SHOULD READ THIS DOCUMENT
These instructions are intended to assist vendors as they log in to BSO to manage their vendor profile.

IMPORTANT: If your company has done business with City of Fort Worth Purchasing in the past and you cannot remember your logon and password, please **DO NOT "Register"** again. Please email FTW_BSO_Vendor_MGT@fortworthtexas.gov for assistance.

YOUR RIGHT TO PRIVACY
City of Fort Worth respects your right to privacy. The City of Fort Worth BuySpeed Online purchasing database and application is fully secure and encrypted to the highest standards available.

Introduction

BEFORE YOU LOG IN FOR THE FIRST TIME
We suggest that you have the following information available:

1 Your notification containing the website address, a login ID and password.
2 Your company's 9-digit Federal Tax Identification Number (FEIN).
3 Your company email address.
4 A well thought out permanent password. (Just in case the system request you change your password)

You may add users to your account at any time. As a Seller Administrator, you may limit their security to a Seller role or expand their abilities to a Seller Administrator. If you wish to add users to your account, you will need the following:

1 Name and job title
2 Phone number and email address
3 A login ID and temporary password.

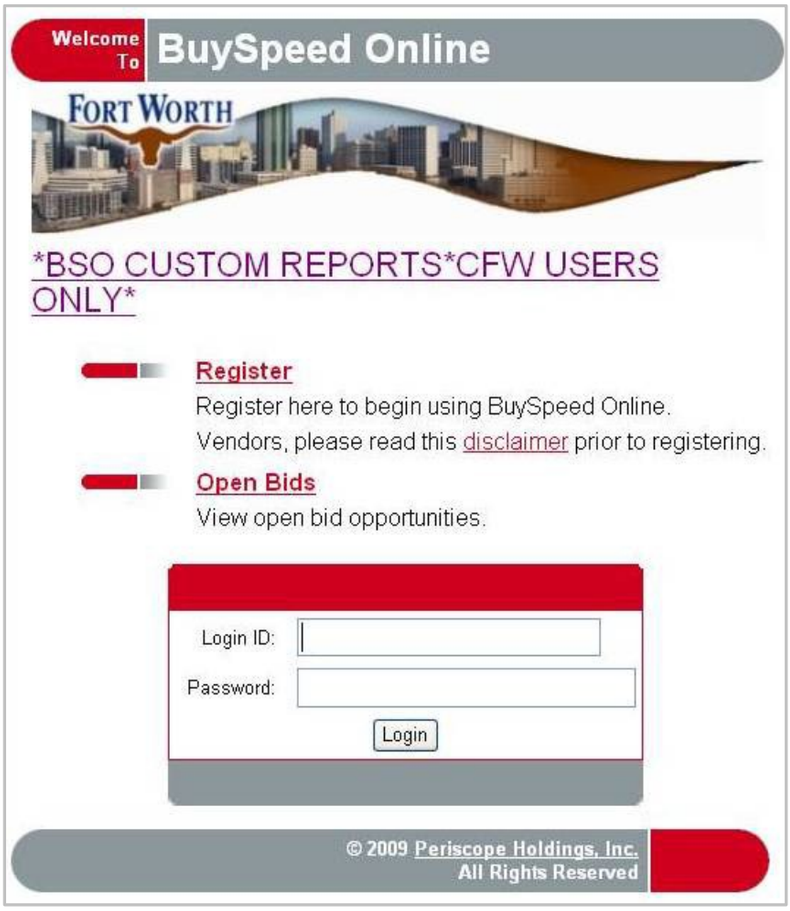
You are now ready to log in to BSO. Type the website address in your browser and bookmark it for future reference: https://bso.fortworthtexas.gov/bso. The following pages will guide you step by step through the following modules:

1 Logging In
2 Organization Information
3 Maintain Addresses
4 Maintain Commodity Codes
5 Maintain Terms and Categories
6 Maintain User Accounts
7 Adding Users
8 Congratulations You Are Done! (plus tips)

Logging In

The BuySpeed Online login screen will appear as shown below.

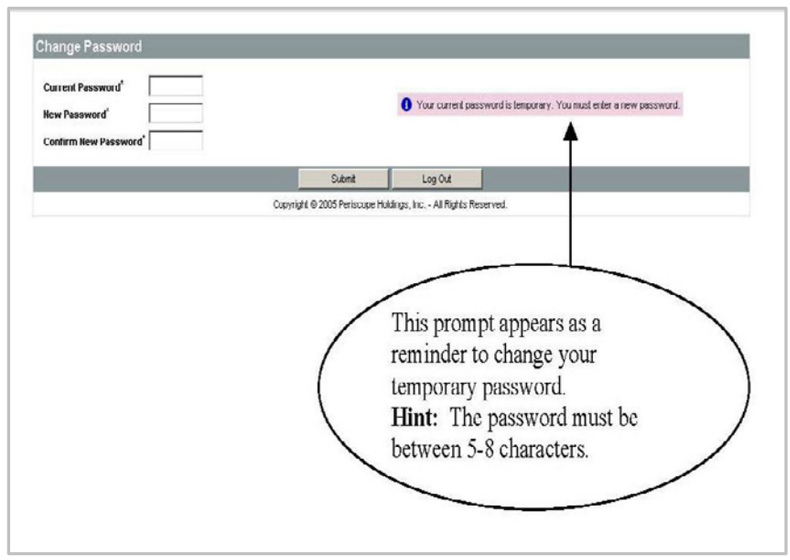
1. Enter the login ID and password
2. **CLICK** "Login"



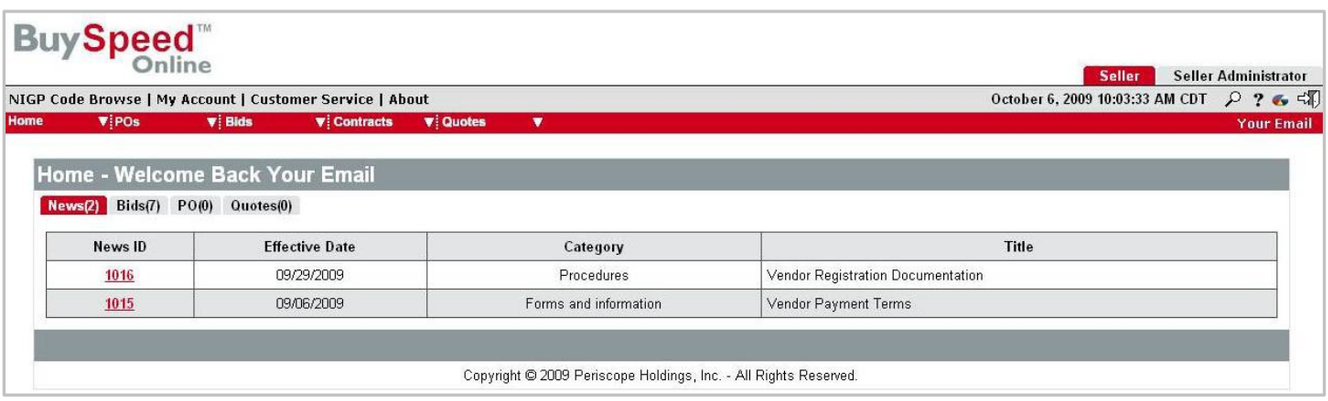
IMPORTANT: If you have any questions or problems while logging in to BSO, please do not "Register" again. Please email FTW_BSO_Vendor_MGT@fortworthtexas.gov for assistance.

<u>Change Password</u> (If necessary)
The Change Password screen may appear as shown below. If a password change is not necessary you will be taken directly to BSO.

1. Enter your temporary password.
2. Enter a permanent password of your choice.
3. Re-enter the permanent password to confirm.
4. **CLICK** "Submit" to save this change.



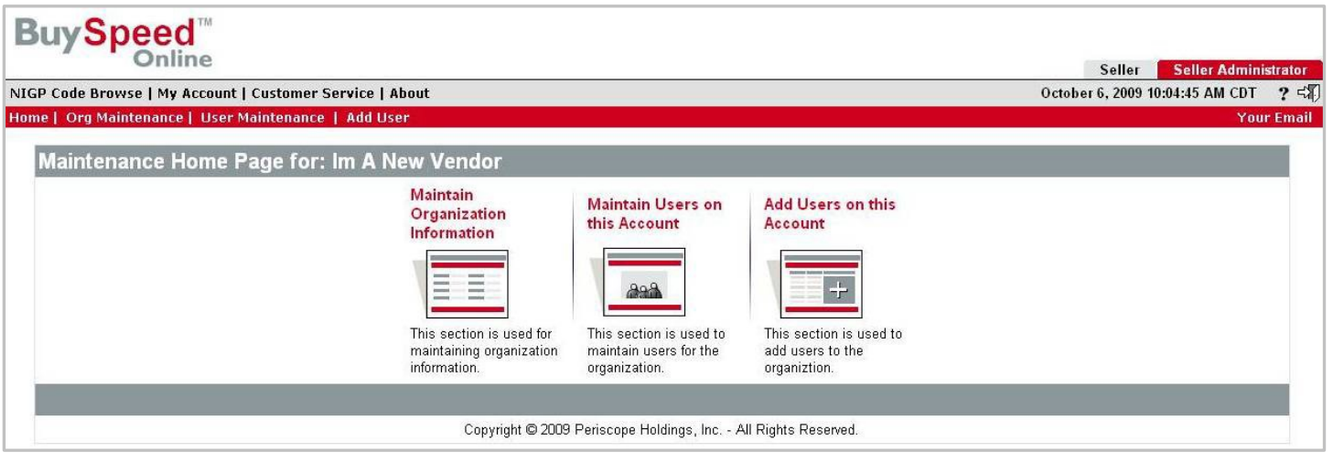
After logging in you will be taken to the Home Page for your company. In the upper right hand corner you will see two tabs….**Seller**>is available to members of your company responsible for monitoring purchase orders, bids, submitting quotes electronically and checking payment history. **Seller Administrator>** is available to members of your company responsible for maintaining your organizations information in BSO.



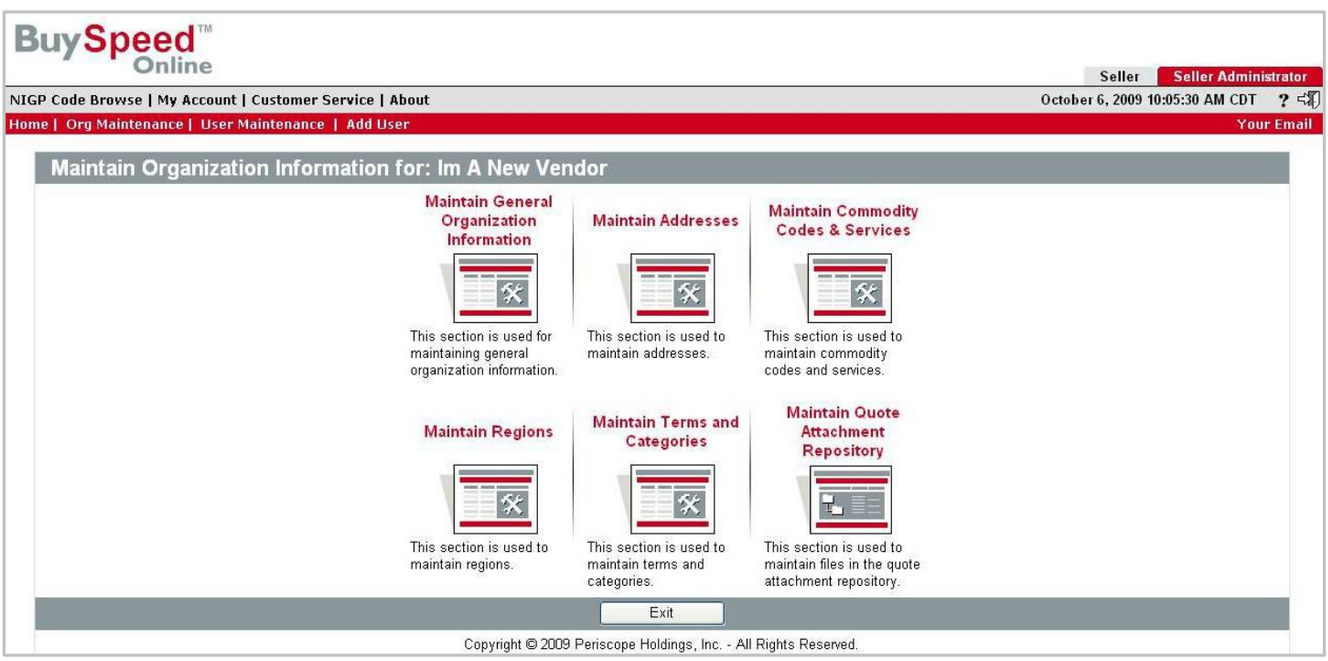
Seller Administration - Organization Information

After clicking on the Seller Administrator tab the Maintenance Home Page screen will appear as shown below.

1. **CLICK** on “Maintain Organization Information.”

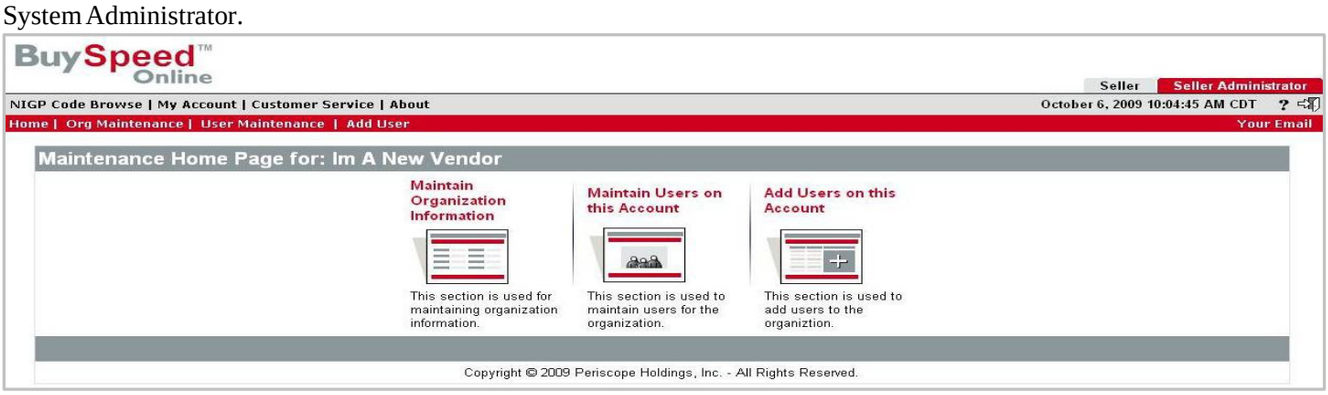


2. **CLICK** on “Maintain General Organization Information”.



Complete the General Organization Information

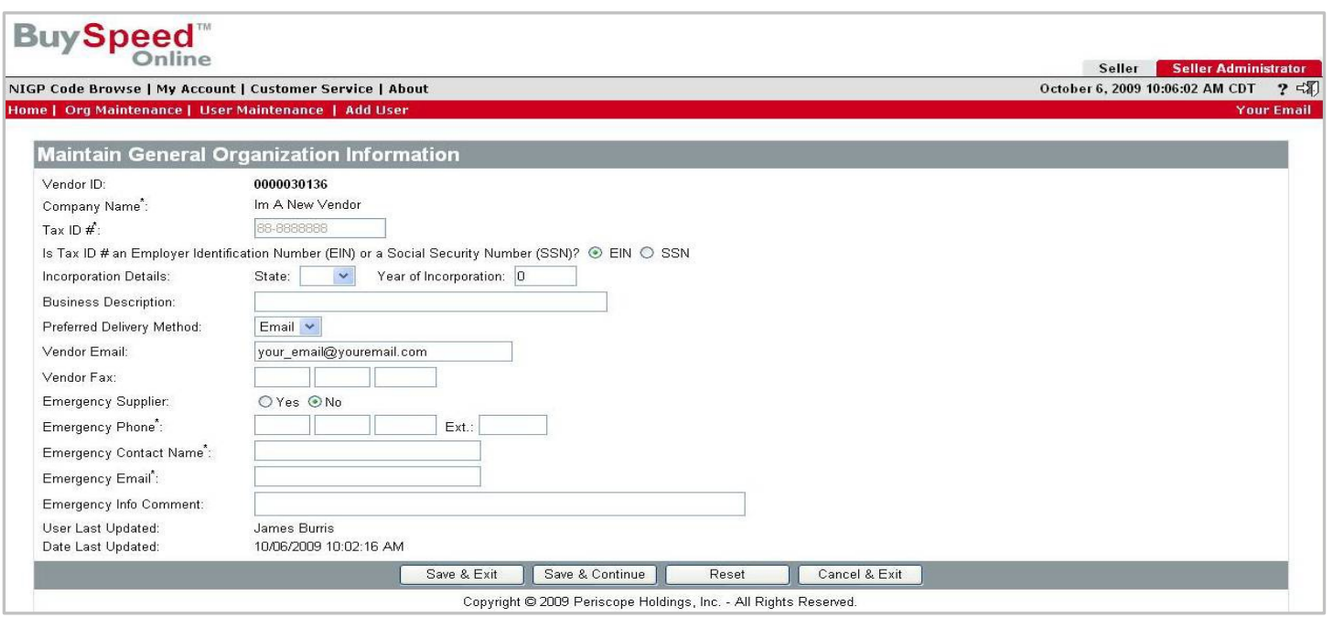
It is up to you to complete the form below and to keep your records updated. **Important note: Fields with an asterisk (*) are required in order to continue** and Fields that are grayed out cannot be changed except by the System Administrator.



Hint: If any of the information provided is incomplete, you may see this message, "Please correct the following error(s)". The message will let you know exactly which items need to be "fixed". After you have fixed the problem(s), CLICK "Save and Exit"

If you have selected "Yes" to be a preferred Emergency supplier during a natural disaster please be sure to complete the bottom portion of the screen. If "No," the emergency supplier section isn't required.

REMINDER: *The emergency phone number requires access to a person that can supply us with required goods, 24 hours a day, 7 days a week during the disaster.*

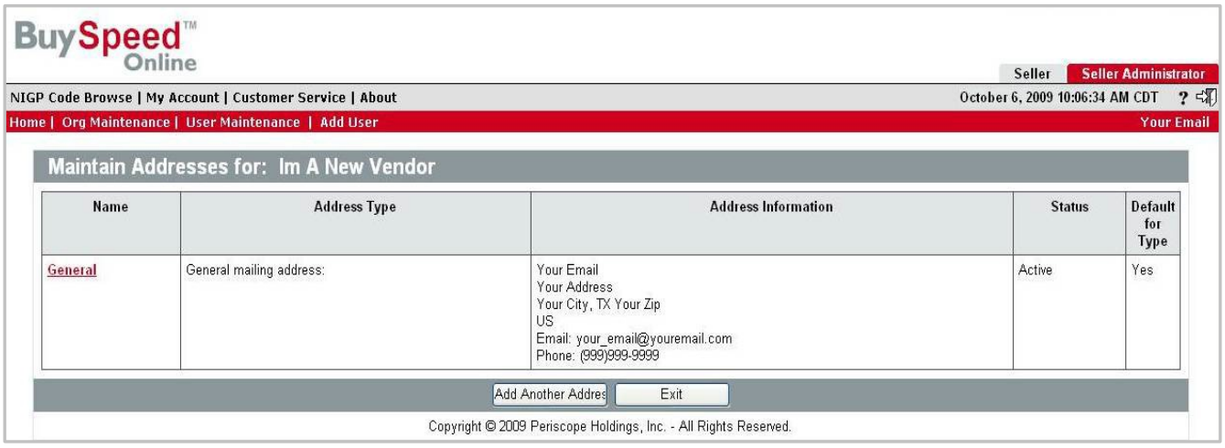


CLICK "Save and Exit." to continue.

Adding/Maintaining Addresses

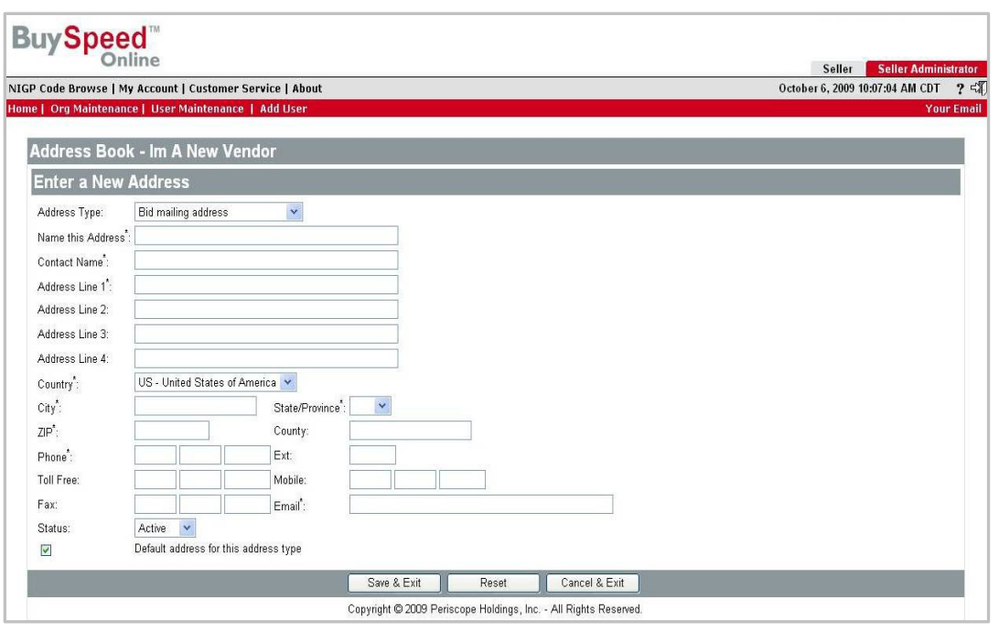
1 From the Maintain Organization Information screen **CLICK** "Maintain Addresses" to enter the main address area

2 To edit an existing address **CLICK** the link in the name column for the address you wish to change.



IMPORTANT NOTE: To ensure that you receive bid notices and purchase orders, please confirm your actual email address. The email address in each and every one of your addresses must be updated if it changes.

To add a new address, **CLICK** on the **"Add Another Address"** button at the bottom of the screen. The screen below will appear. Be sure to choose the appropriate address type and complete all required fields, which are indicated by an (*) asterisk.

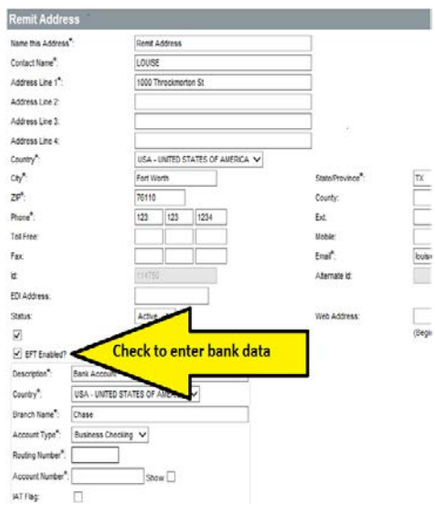


Click the "**Save and Exit**" button to continue. This will return you to the Maintain Vendor Addresses screen. You may continue to correct/edit or add additional addresses to your file. **CLICK** "Exit" at the bottom of the Maintain Vendor Addresses page when you have completed updating all of your company's addresses.

Setting Up ACH Direct Deposit

****New** and recommended. Bank information is tied to the Remit Address. You may have multiple bank accounts. Each Bank Account must be attached to a separate remit address. One of the Remit Addresses must be a default.**

Note: The first time ACH data is set up or if ACH data is modified, the next payment will be by paper check. This gives the system a chance to test the bank account information. Before bank data can be entered check EFT Enabled. Enter the rest of your banking information. Click on save to complete.



ACH (DIRECT DEPOSIT) –

- Payment automatically transferred to bank account; transfers done Mondays, Tuesdays & Thursdays at 3pm; automated email sent providing invoice/payment detail; payment posts to bank account NEXT business day
- Once invoice is approved by Accounts Payable, payment goes in next available transfer instead of defaulting to N30

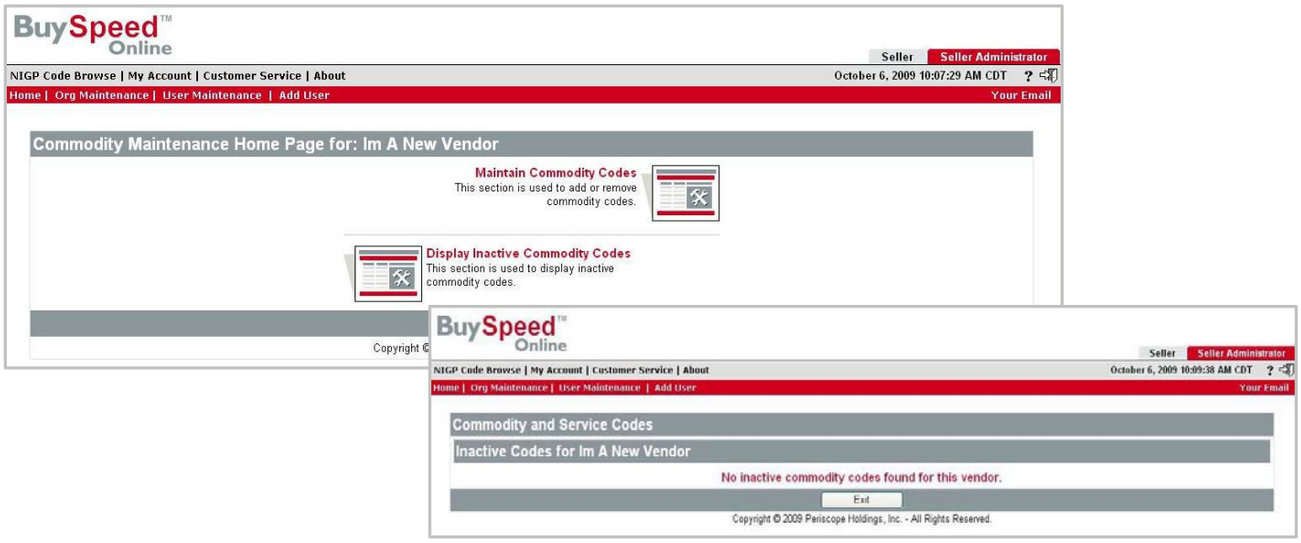
N30

- Paper check mailed to vendor (checks run once a week, on Wednesdays at 7:30am)
- Invoices are paid within 30 days of the invoice date
- No discount applied

Adding and Maintaining Commodity Codes

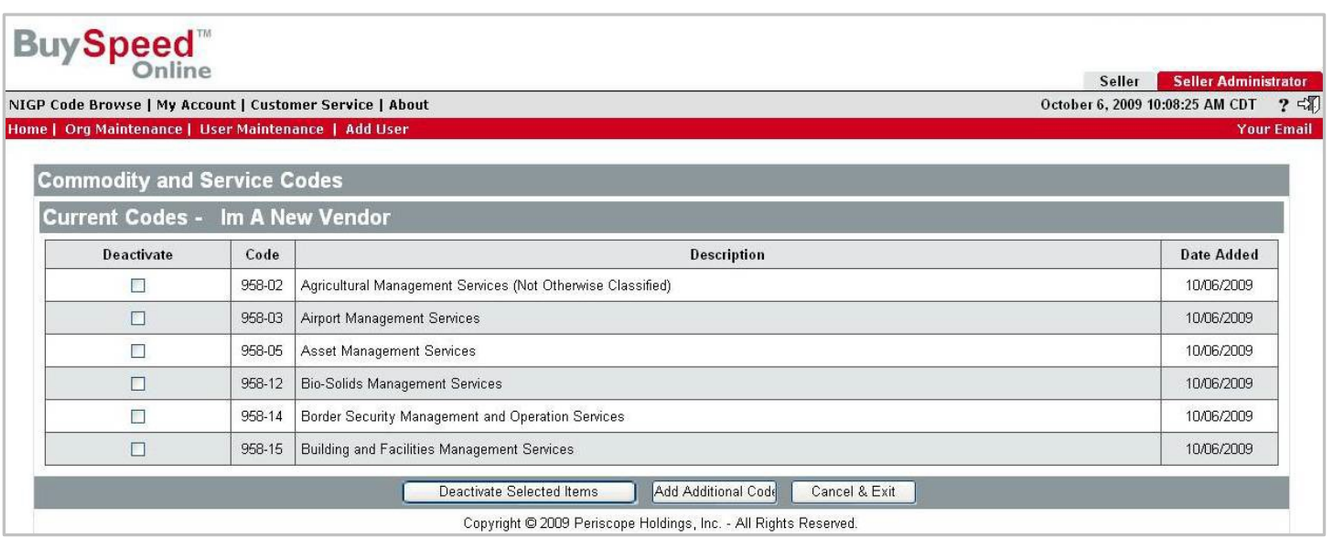
Do you want to receive bid notices?

From the Maintain Organization Information screen click on **Maintain Commodity Codes and Services.**



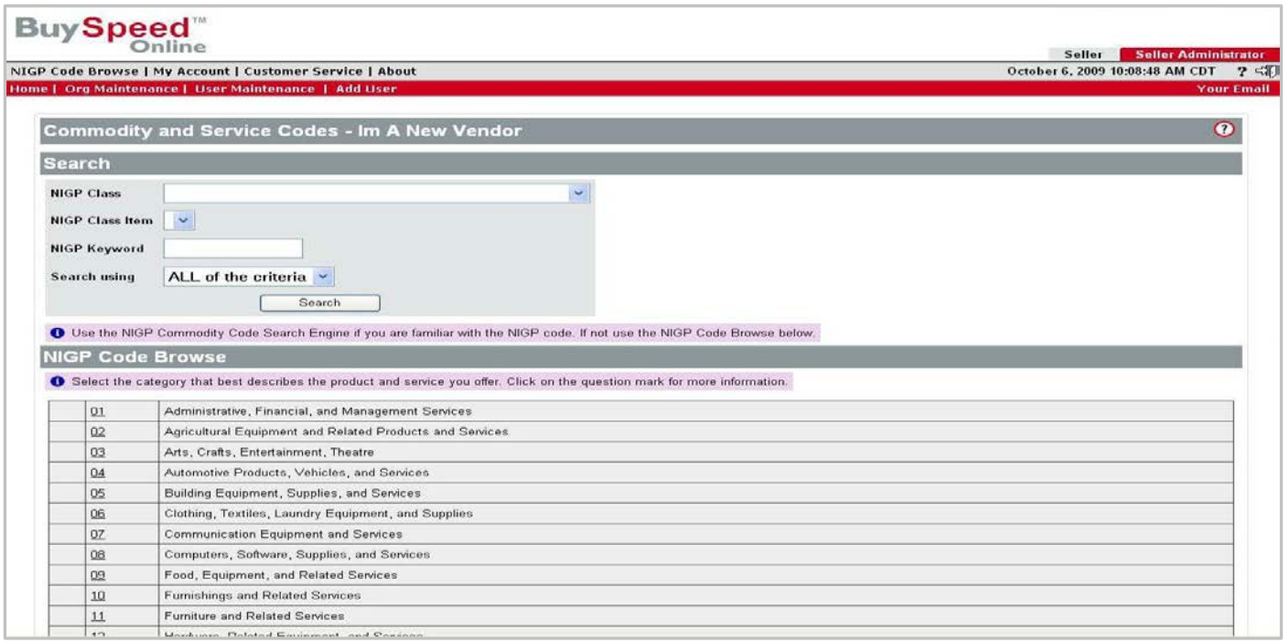
*Hint: If you click on **"Display Inactive Commodity Codes",** this will show you any previously selected codes that are inactive. If there are no inactive codes click on exit to return to the previous screen.*

Click on Maintain Commodity Codes and the following screen will appear. This will show you any previously selected codes. To deactivate codes click the check box next to the code and click the **"Deactivate Selected Items".** Click on the **"Add Additional Codes"** button to add codes.



Deactivate	Code	Description	Date Added
☐	958-02	Agricultural Management Services (Not Otherwise Classified)	10/06/2009
☐	958-03	Airport Management Services	10/06/2009
☐	958-05	Asset Management Services	10/06/2009
☐	958-12	Bio-Solids Management Services	10/06/2009
☐	958-14	Border Security Management and Operation Services	10/06/2009
☐	958-15	Building and Facilities Management Services	10/06/2009

This screen allows you to search for additional codes. The Search area of the commodity and service codes screen offers several ways of searching and choosing commodity codes. Some people find it easiest to explore by NIGP Class. Others prefer using NIGP Keyword search field. You can also click on any of the categories in the lower half of the screen to select codes.



NIGP Class Search

1. **CLICK** on the dropdown box next to the NIGP Class field, to search by NIGP Class.
2. Select one of the classes in the list.
3. **CLICK** "Search" once you have made your selection.
4. **CLICK** the check box next to the appropriate codes and click the **"Save"** or **"Save and Add More"** button

NIGP Keyword Search

Searching by keywords is another way to choose commodity and service codes. To use this search method, the NIGP Class Field must be blank.

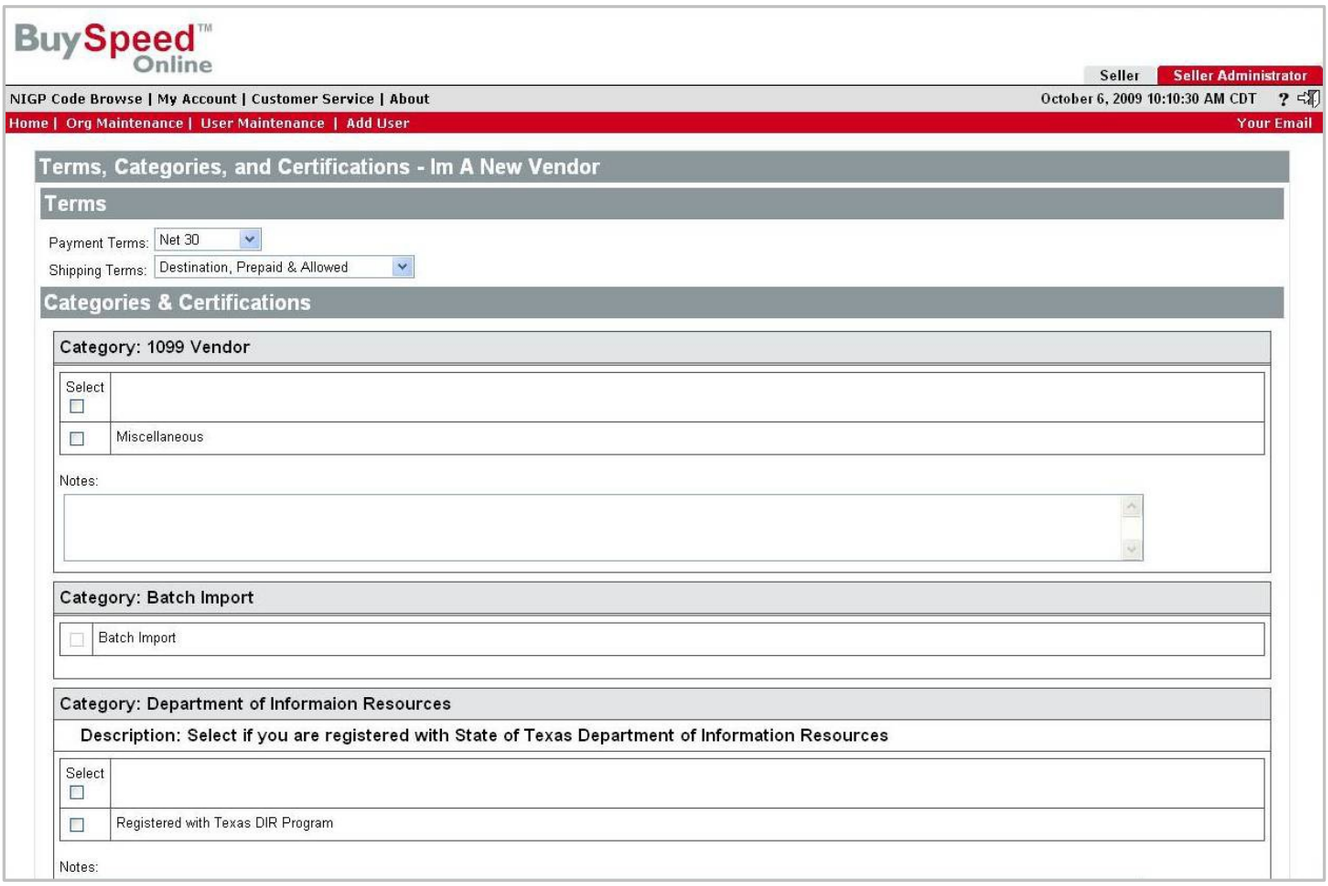
1. In the NIGP Keyword field **TYPE** the word that best describes the goods and/or services you provide (one or two very descriptive word).
2. From the "Search Using" drop down menu **SELECT** "ANY OF THE CRITERIA" option.
3. **CLICK** "Search" to see your results. **HINT:** (You may need to try several different keywords to tap into the correct category)
4. **CLICK** the check box next to the appropriate codes and click the **"Save"** or **"Save and Add More"** button

NIGP Code Browse

1. In the lower half of the screen, select one of the categories that best describes the goods and/or services you provide by clicking on the number link to the left of the category.
2. A list of NIGP Classes will appear. Click on the Class for the goods and/or services you provide
3. A listing of the Class and Class Item combinations will appear. Click the check box to the left of each combination that applies. Click the **"Save"** button at the bottom of the screen to add codes to your profile. You will be returned to the Current Codes screen. Click the **"Save and Add More"** button to select more codes.

Maintain Terms & Categories

From the Maintain Organization Information screen click on **Maintain Terms and Categories**. The screen for Terms, Categories and Certifications is displayed as shown below.



1. **Payment Terms**: Texas State Law allows the City of Fort Worth 30 days from the date of receipt of invoices to make payment. (Net 30) Vendors who do business with the City of Fort Worth are subject to the City's Terms and Conditions posted on the City's website. If you choose to offer a different option when responding to bids, please note that the city may choose not to do business with your company.
2. **Shipping Terms**: The City's default shipping terms are always Destination, Prepaid & Allowed. If you choose to offer a different option when responding to a bid, you must add this information to your quote (bid response). Please note that when you quote anything other than FOB Destination, the City may choose not to do business with your company.
3. **Categories and Certificates**: Choose any of the categories that pertain to your business.

Click the **"Save and Exit"** button. Click exit on the Maintain Organization Information screen to return to the Maintain Home Page screen.

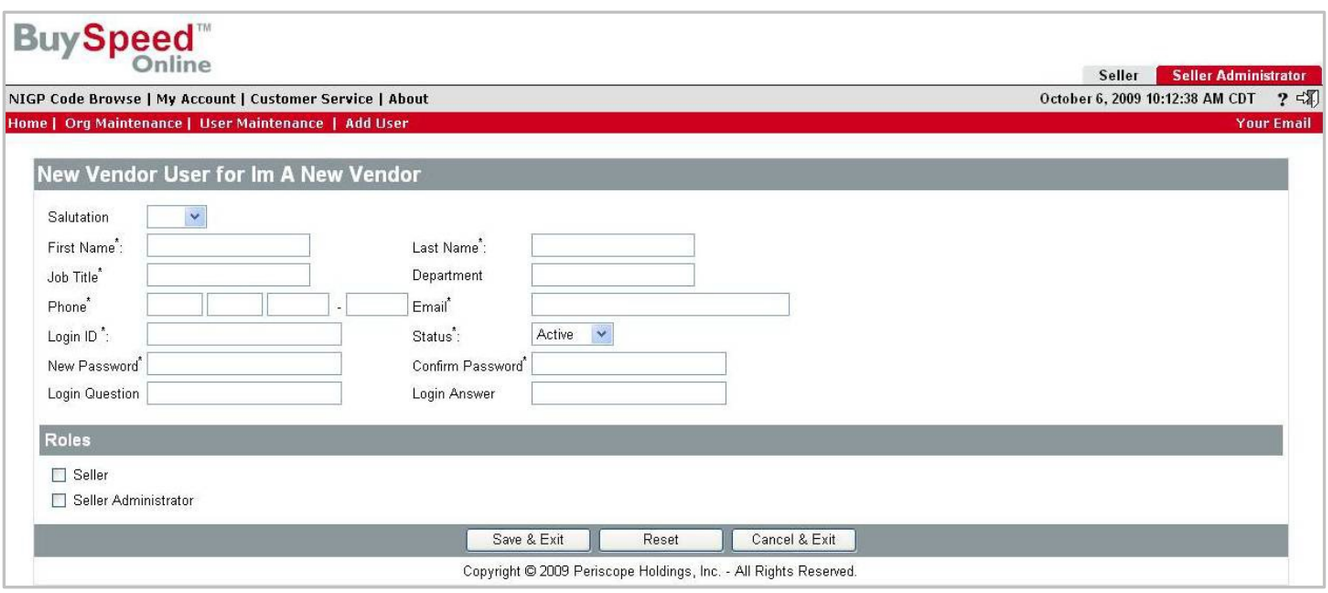
Maintaining User Accounts

There are two levels of access to your account, Seller Administrator and Seller. Both roles may be the same person, and we recommend the Seller Administrator be listed as a "Seller" as well.

- The "**Seller Administrator**" maintains your organization's information by making any required address changes, commodity changes, and/or employee access changes. You must designate an "administrator" to manage your account. However, this role should be limited to select users.
- The "**Seller**" is anyone who will be responding to bid requests.

From the Maintain Home Page screen click on **Maintain User on this Account**. To edit an existing user **CLICK** the link in the Login Id column for the person you wish to change. Click the **"Add User"** button to add new users.

This screen will appear. Change/Add the information for the user. Click the **"Save & Exit"** button when you have finished editing or adding the user.



"Save & Exit" will take you back to the User maintenance screen