



Adding Attachments



Log In

The BuySpeed Online login screen will appear as shown below.

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

A screenshot of the BuySpeed Online login page. At the top, it says "Welcome To BuySpeed Online" with the Fort Worth logo. Below that, it says "*BSO CUSTOM REPORTS*CFW USERS ONLY*". There are two main sections: "Register" and "Open Bids". The "Register" section says "Register here to begin using BuySpeed Online. Vendors, please read this disclaimer prior to registering." The "Open Bids" section says "View open bid opportunities." Below these is a login form with fields for "Login ID:" and "Password:" and a "Login" button. At the bottom, it says "© 2009 Periscope Holdings, Inc. All Rights Reserved".

Welcome To **BuySpeed Online**

FORT WORTH

*BSO CUSTOM REPORTS*CFW USERS ONLY*

Register
Register here to begin using BuySpeed Online.
Vendors, please read this [disclaimer](#) prior to registering.

Open Bids
View open bid opportunities.

Login ID:

Password:

Login

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



Click on the Seller Administrator tab and the Maintenance Home Page screen will appear as shown below.

CLICK on “Maintain Organization Information.”

BuySpeed™ Online

Seller **Seller Administrator**

NIGP Code Browse | My Account | Customer Service | About October 6, 2009 10:04:45 AM CDT ?

Home | Org Maintenance | User Maintenance | Add User Your Email

Maintenance Home Page for: Im A New Vendor

<p>Maintain Organization Information</p>  <p>This section is used for maintaining organization information.</p>	<p>Maintain Users on this Account</p>  <p>This section is used to maintain users for the organization.</p>	<p>Add Users on this Account</p>  <p>This section is used to add users to the organization.</p>
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CLICK on “Maintain General Organization Information”.

BuySpeed™ Online

Seller **Seller Administrator**

NIGP Code Browse | My Account | Customer Service | About October 6, 2009 10:05:30 AM CDT ?

Home | Org Maintenance | User Maintenance | Add User Your Email

Maintain Organization Information for: Im A New Vendor

<p>Maintain General Organization Information</p>  <p>This section is used for maintaining general organization information.</p>	<p>Maintain Addresses</p>  <p>This section is used to maintain addresses.</p>	<p>Maintain Commodity Codes & Services</p>  <p>This section is used to maintain commodity codes and services.</p>
<p>Maintain Regions</p>  <p>This section is used to maintain regions.</p>	<p>Maintain Terms and Categories</p>  <p>This section is used to maintain terms and categories.</p>	<p>Maintain Quote Attachment Repository</p>  <p>This section is used to maintain files in the quote attachment repository.</p>

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Scroll to the bottom of the page and you will see the attachment section.

Maintain General Organization Information

Vendor ID: 0000030693
Alternate ID:
Company Name*: Agency Vendor
Status: Active Status Change Reason:
Tax ID #*: 99-9999999
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? EIN SSN
Incorporation Details: State: Year of Incorporation: 0
Business Description: CFW Agency Vendor for Distributor PO's
Preferred Delivery Method: Fax document
Vendor Email: purchasingBSO@fortworthgov.org
Vendor Fax: 817 392 7254
 In Compliance
 1099 Vendor
Comments:
Emergency Supplier: Yes No
Emergency Phone*: Ext.:
Emergency Contact Name*:
Emergency Email*: buyspeedtest@fortworthgov.org
Emergency Info Comment:
 Reference Vendor
User Last Updated: James Burris
Date Last Updated: 11/15/2009 09:24:21 PM

Attachments

No Attachments

File:
Description:

Click on the browse button.



After clicking the browse button a window will appear allowing you to search your computer and find the document you wish to attach. Select the document and click on the Open button.

The screenshot shows a web application form for vendor management. The form includes fields for Status (Active), Tax ID # (99-9999999), State, Business Description (CFW Agency Vendor for Distributor), Preferred Delivery Method (Fax document), Vendor Email (purchasingBSO@fortworthgov.org), and Vendor Fax (817 392 7254). There are also checkboxes for 'In Compliance' and '1099 Vendor', and a 'Comments' text area. At the bottom of the form, there are buttons for 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit'. An 'Attachments' section is visible, currently showing 'No Attachments'. A 'Choose file' dialog box is open, showing the 'VNDR ATTACH' folder with two files. The 'Open' button in the dialog is circled in orange, and an orange arrow points from the text above to it.

A link to your document should be listed in the file field.

The screenshot shows the same web application form as above, but now the 'Attachments' section is active. The 'File' field contains the path 'C:\Documents and Settings\burriss\Desktop\VNDR ATTACH\VNDR'. The 'File' field is circled in orange, and an orange arrow points from the text above to it. The 'Description' field is empty. The 'Upload' button is visible below the fields. The 'Save & Exit', 'Save & Continue', 'Reset', and 'Cancel & Exit' buttons are still present at the bottom.



Click on the Upload button. Your document will appear.

Attachments

Download	File	Description	Size	Uploaded By	Uploaded Date	Delete
	VNDR ATTACH 3.jpg		308,008 bytes	Test Password	04/30/2010 02:15:00 PM	<input type="checkbox"/>

File:

Description:

You can delete documents by clicking on the delete check box on the far right and clicking the “Save & Continue” button.