



# Seller and Seller Administrator

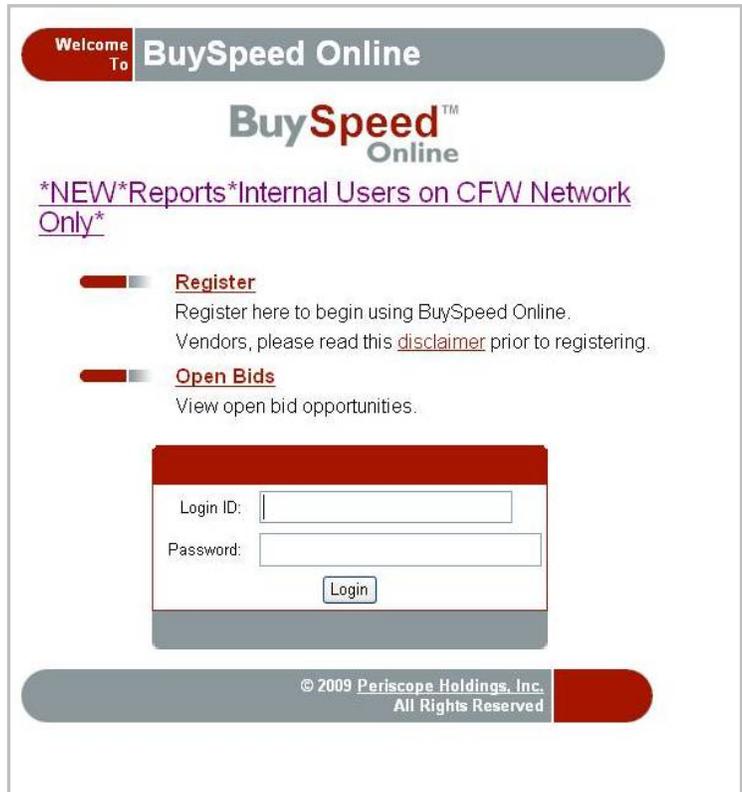
Navigating Buyspeed Online

BuySpeed Online 8.0

# Login Page

Access the BuySpeed Online system by using Internet Explorer

Enter the Login ID and password you have been provided and click "Login"



# Home Page/Control Center



The Header bar is the entire gray bar. The Navigation bar is directly below the Header bar.

They allow you to move within the BuySpeed Online application and provide links to important functions and documents.

The Header and Navigation bars are displayed at the top of each page in the BuySpeed Online Application.

# Header Bar - Icons

## Icons on the Header Bar

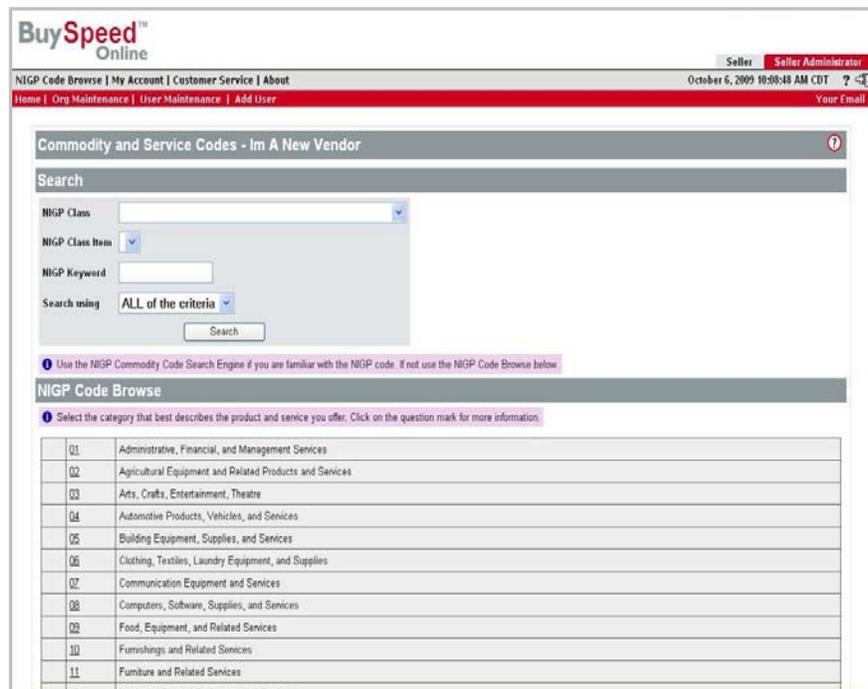


- Search - Bids, Commodity Codes, Purchase Orders, Vendors, Contracts, Requisitions, Quotes and Items by entering multiple criteria.
- Help - Displays a table of contents for documents and functions available to you.
- Administrative Reports - Allows you to choose from and run preset reports. The reports will require you to have your email address and logon id. That way the reports will be customized for you.
- Logout – Logs you out of BuySpeed Online.

# Header Bar - National Institute of Governmental Purchasing (NIGP) Code



You can browse the NIGP code using the Browse feature to find codes related to your business.







# Navigation Bar

From the Seller Home Screen you can view the documents that pertain to your business. Your home page will be defaulted to the News tab where the City will post important communications for all Vendors. From the tabs to the right of the News Tab you can click on tabs to see Bids, Purchase Orders, and Quotes that are different status.

The screenshot shows the BuySpeed Online interface for a Seller. At the top, there is a navigation bar with links for Home, POs, Bids, Contracts, and Quotes. The main content area is titled "Home - Welcome Back Your Email" and features a table of news items. The table has columns for News ID, Effective Date, Category, and Title. Two news items are listed: 1016 (Vendor Registration Documentation) and 1015 (Vendor Payment Terms). A copyright notice for Periscope Holdings, Inc. is visible at the bottom.

News ID	Effective Date	Category	Title
<a href="#">1016</a>	09/29/2009	Procedures	Vendor Registration Documentation
<a href="#">1015</a>	09/06/2009	Forms and information	Vendor Payment Terms

From the RED Navigation Bar you can search for PO's that have been sent to you and that are in either Partial Receipt, Complete Receipt or Closed. Click on the PO's link and a drop down will appear where you can choose from a list.

This screenshot shows the same BuySpeed Online interface as the previous one, but with a dropdown menu open over the "POs" link in the navigation bar. The dropdown menu lists four options: "Sent to Vendor", "Partial Receipt", "Complete Receipt", and "Closed". The main content area remains the same, showing the news table and copyright notice.

From the RED Navigation Bar you can search for Bid's that are in Open or Closed status. Click on the Bid's link and a drop down will appear where you can choose from a list.

This screenshot shows the BuySpeed Online interface with a dropdown menu open over the "Bids" link in the navigation bar. The dropdown menu lists two options: "Open" and "Closed". The main content area, including the news table and copyright notice, is identical to the previous screenshots.

# Navigation Bar (continued)

From the RED Navigation Bar you can search Informal Quotes that have been submitted. (Formal Quotes will not be used initially in the new system) Click on the Quotes link and a drop down will appear where you can choose from a list.

The screenshot shows the BuySpeed Online interface. At the top left is the logo "BuySpeed™ Online". To the right are links for "Seller" and "Seller Administrator". Below this is a navigation bar with links: "Home", "POs", "Bids", "Contracts", and "Quotes". The "Quotes" link is active, and a dropdown menu is open, listing: "Informal Quotes", "Formal Quotes - Working", "Formal Quotes - Submitted", "Formal Quotes - Withdrawn", and "Formal Quotes - Unsubmitted". Below the navigation bar, there is a section titled "Home - Welcome Back Your Email" with sub-sections for "News(2)", "Bids(7)", "PO(0)", and "Quotes(0)". A table displays news items with columns for "News ID", "Effective Date", and "Title".

News ID	Effective Date	Title
<a href="#">1016</a>	09/29/2009	Vendor Registration Documentation
<a href="#">1015</a>	09/06/2009	Vendor Payment Terms

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