



City of Fort Worth BuySpeed On-Line (BSO)

INSTRUCTIONS FOR NEW VENDOR REGISTRATION

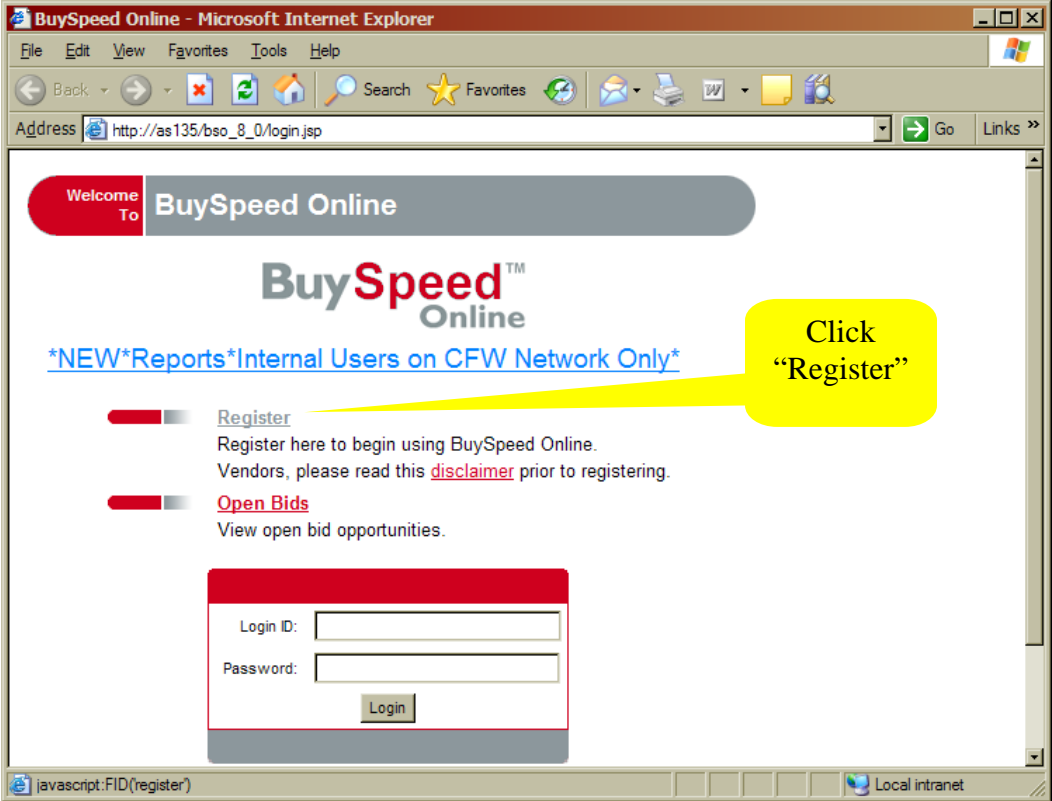
Welcome to City of Fort Worth BuySpeed On-Line! We are very excited about BSO and hope you find it useful. One of the key advantages to BSO is that you select the specific commodities for which you wish to receive bid notices. Additionally, you get to maintain your own account and assign users to your account. It will be very important that you keep your account updated with the most current information. After all, we don't want you to miss out on any opportunities to do business with us!

Should you have any questions or problems during vendor registration, please contact Financial Systems Administration at PurchasingBSO@fortworthgov.org.

To register as a vendor with the City of Fort Worth, type the BSO website address in your browser and bookmark it for future reference: <http://bso.fortworthgov.org/bso/login.jsp>. The following pages will guide you step by step through the registration process.

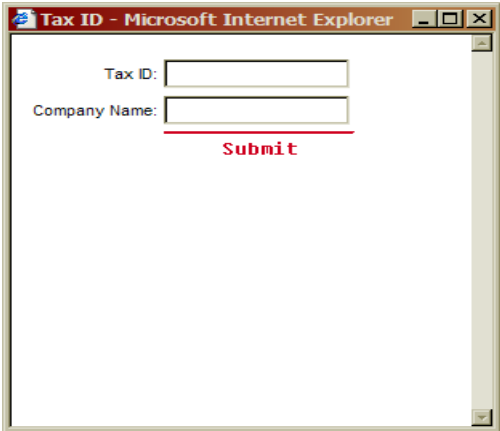
The BSO login screen will appear as shown below

- 1. Read Disclaimer
- 2. Click “Register”



The BSO Tax ID screen will appear.

- 1. Enter your nine digit Tax ID and your Company Name
- 2. Click “Submit”





You are now at the Register screen.

Important Note: Fields with an asterisk (*) are required in order to continue with the registration process.

1. Verify that your organization’s name is correct.
2. ENTER a mailing address, city, state, zip, phone number, fax number (if available) and an email address.
3. Select whether your company would like to be a preferred Emergency Supplier during a natural disaster. If “Yes” complete the bottom portion of the screen. If “No,” the Emergency Supplier section isn’t required.

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 item needs to be “fixed”.

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.

The Administrative User Information section at the bottom of the page is where your **Login ID is created**. The Administrative User is responsible for updating your company’s information, i.e. phone number, fax number, email address, commodity codes, etc. and is also known as the “Seller Administrator”. Only an administrator can add users to your company account.

Remember an asterisk * indicates required fields. Although the Login Question and Login Answer fields are not required, we recommend that you complete them. The Login 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.

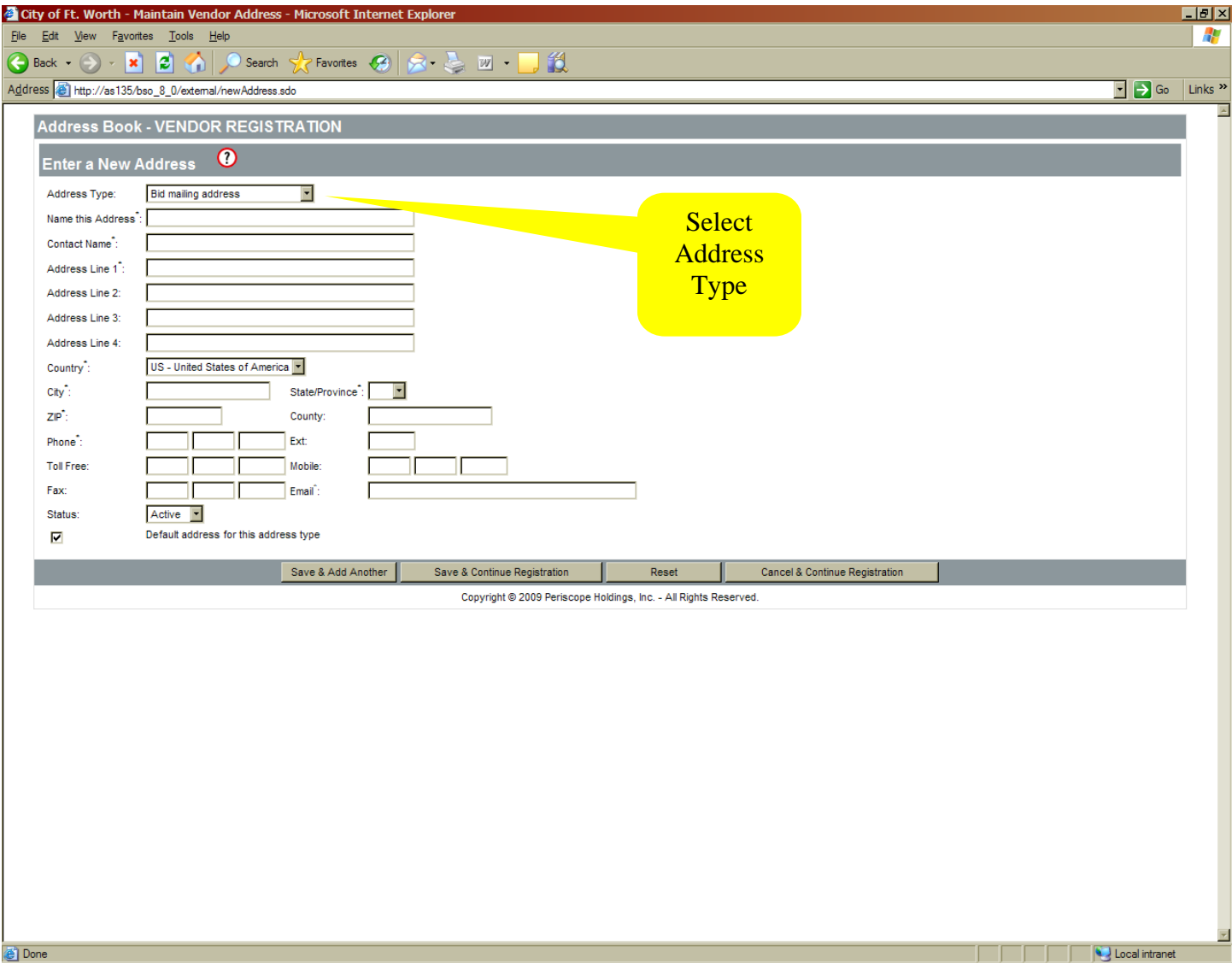
1. **Enter** the first and last name of the Administrative User
2. **Enter** the job title
3. **Enter** an email address (the Company email address and the Administrative User email address may be the same)
4. **Enter** a Login ID (You will receive an email from the City of Fort Worth with your temporary password after your account has been verified. The first time you sign in after registering, you will be required to change the password.)
5. **Enter** a Login Question and Login Answer. After completing this section, click either “Continue Registration” and continue to the next page or you can click on “Add Another Address”.

Please **do not** use the “Back” button during registration!!

Add Another Address

BSO allows you to enter multiple addresses and types. If you wish to add additional addresses to your file, Click “**Add Another Address**” tab. You are now at the “Enter a New Address” screen (screenshot below).

You will need to select an address type for each address entered. You may have multiple addresses for each “type”; however, each “type” must have only one “default” address. The “default” address is identified by a check in the Default Box on the lower left of the screen.



Terms, Categories, and Certifications

The Terms, Categories, and Certifications screen is displayed as shown below. Complete this screen while keeping in mind the following information:

1. **Payment Terms:** The City cannot commit to processing a payment in less than 30 days. Therefore, when evaluating bid prices, the City will not include in the evaluation any prompt payment discounts of less than 30 days. However, upon bid award, the Purchase Order will show any prompt payment discount offered.

2. **Shipping Terms:** The City’s shipping terms are always FOB Destination. If you choose to offer a different option, you must add this information to your quote. Please note that when quoting anything other than FOB destination, the City may choose not to do business with your company.

3. Categories and Certifications:
Please select only those categories that pertain to your business

At the bottom of the screen, click “Save & Continue Registration”

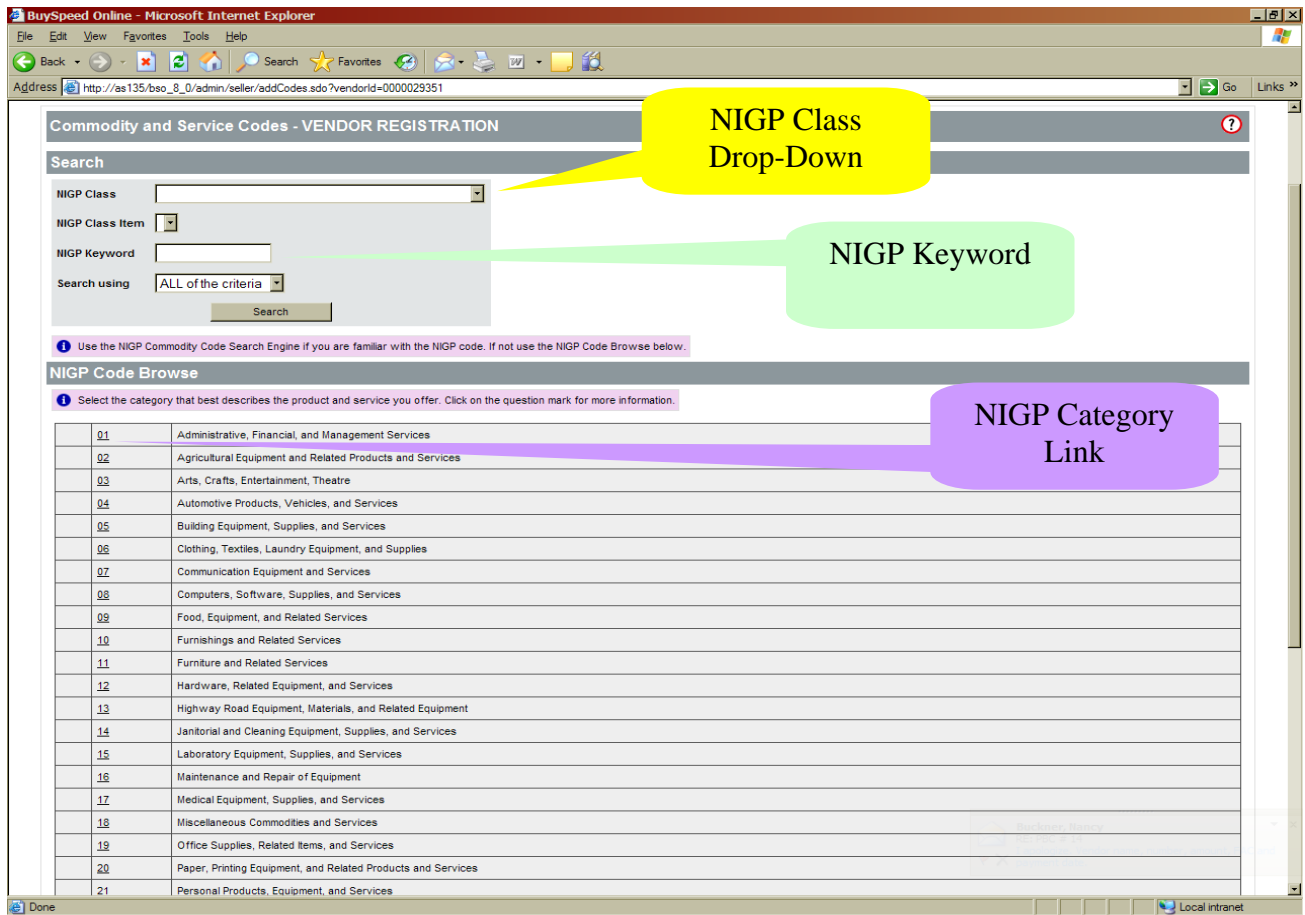


Commodity and Service Codes

This section is where you sign up to receive bids for particular commodities or services. Signing up does not guarantee that we will go out to bid for the particular commodity or service but if we do, you will be notified. **PLEASE** only select the NIGP Class and Class Items that pertain to your business.

As shown below, there are three ways to search and choose commodity and service codes.

1. You can use the NIGP Class drop down to find a particular class. After selecting the class the system will auto populate the Class Items drop down allowing you to choose the appropriate class item.
2. You can use the NIGP Keyword Search. Type in words that describe your business and click on search to find class and class item combinations.
3. At the bottom of the page you can select a category. After clicking on the category link (the number to the left of the description) you will see a list of classes. You can then click on the appropriate class which will then show you all the class and class item combinations.



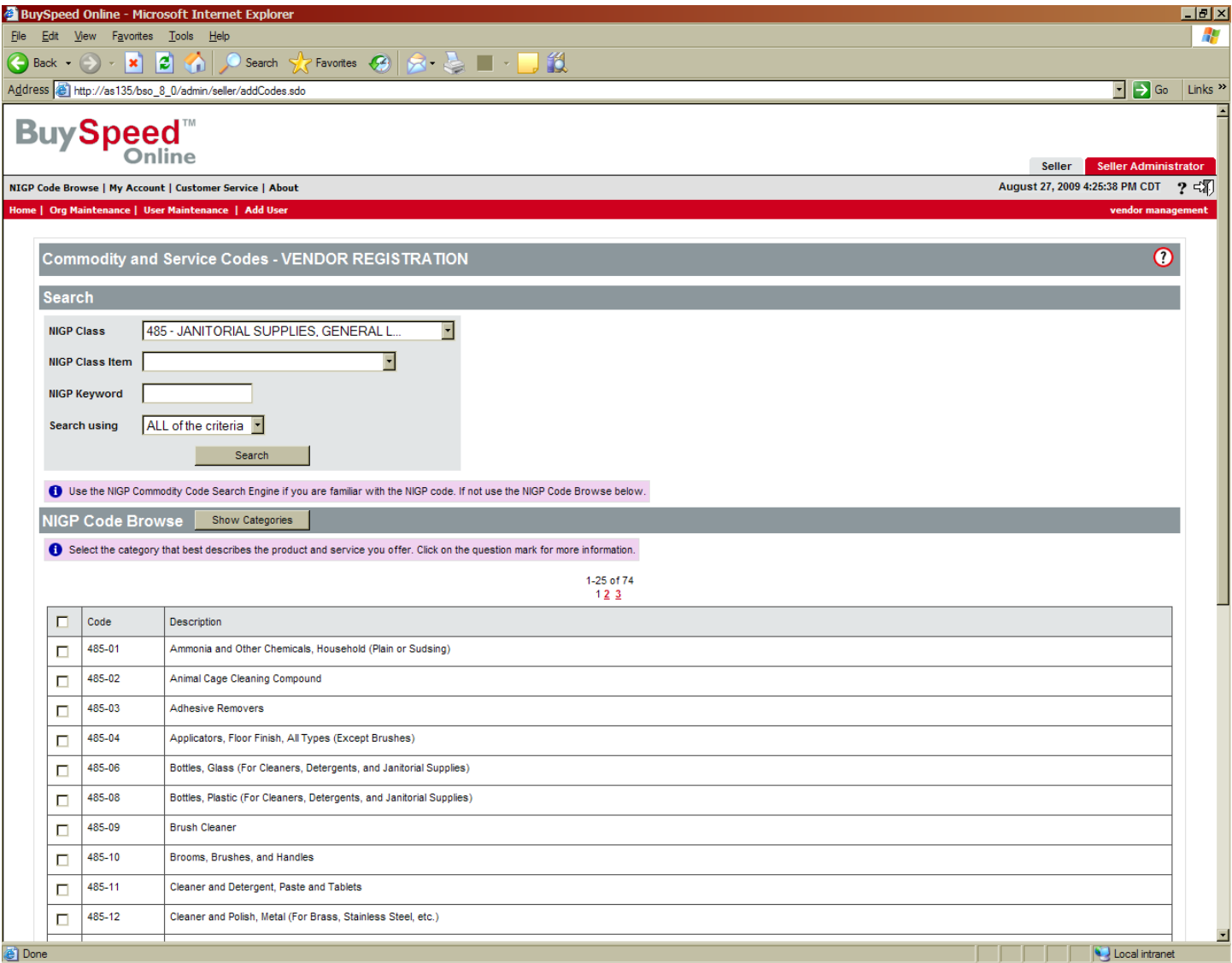
Continue for examples of how to search for NIGP codes.

Please **do not** use the “Back” button during registration!!

NIGP Class Search

For our example, “janitorial supplies” was the selected class chosen within the NIGP Class search box.

1. **Click** on the dropdown box next to the NIGP Class field
2. Select a class (you may repeat this process for different products)
3. **Click** “Search” once you have made your selection
4. Turn to page 11 to complete the commodity registration process using the NIGP Class Search feature **OR** continue to the next page to learn how to search by NIGP Keyword.



The screenshot shows the 'NIGP Code Browse' section of the BuySpeed Online vendor registration interface. The search criteria are set to '485 - JANITORIAL SUPPLIES, GENERAL L...'. Below the search form, there is a table of NIGP codes and descriptions.

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	485-01	Ammonia and Other Chemicals, Household (Plain or Sudsing)
<input type="checkbox"/>	485-02	Animal Cage Cleaning Compound
<input type="checkbox"/>	485-03	Adhesive Removers
<input type="checkbox"/>	485-04	Applicators, Floor Finish, All Types (Except Brushes)
<input type="checkbox"/>	485-06	Bottles, Glass (For Cleaners, Detergents, and Janitorial Supplies)
<input type="checkbox"/>	485-08	Bottles, Plastic (For Cleaners, Detergents, and Janitorial Supplies)
<input type="checkbox"/>	485-09	Brush Cleaner
<input type="checkbox"/>	485-10	Brooms, Brushes, and Handles
<input type="checkbox"/>	485-11	Cleaner and Detergent, Paste and Tablets
<input type="checkbox"/>	485-12	Cleaner and Polish, Metal (For Brass, Stainless Steel, etc.)



NIGP Keyword Search

Searching by keywords is another way to choose commodity and service codes. For our example as shown below, we are using the word “janitorial” in our NIGP keyword search field. To use this search method, the NIGP Class field must be blank.

1. Find the NIGP Keyword field and type the word that best describes the goods and/or services you provide (one very descriptive word).
2. **Select** “Any of the criteria” option from the “Search Using” drop down menu.
3. **Click** “Search” to see your results

HINT: You may need to try several different keywords to tap into the correct category

BuySpeed Online - Microsoft Internet Explorer
Address: http://as135/bs0_8_0/admin/seller/addCodes.sdo

BuySpeed Online
Seller Seller Administrator
August 27, 2009 4:30:25 PM CDT
Home | Org Maintenance | User Maintenance | Add User vendor management

Commodity and Service Codes - VEN

Search

NIGP Class []
NIGP Class Item []
NIGP Keyword [janitorial]
Search using [ANY of the criteria]
Search

1 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse Show Categories

1-25 of 8436
1 2 3 4 5 6 7 8 9 10 > >>

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	005-05	Abrasive Equipment and Tools
<input type="checkbox"/>	005-14	Abrasives, Coated: Cloth, Fiber, Sandpaper, etc.
<input type="checkbox"/>	005-21	Abrasives, Sandblasting, Metal
<input type="checkbox"/>	005-28	Abrasives, Sandblasting (Other than Metal)
<input type="checkbox"/>	005-42	Abrasives, Solid: Wheels, Stones, etc.
<input type="checkbox"/>	005-56	Abrasives, Tumbling (Wheel)
<input type="checkbox"/>	005-63	Grinding and Polishing Compounds: Carborundum, Diamond, etc. (For Valve Grinding Compounds See Class 075)
<input type="checkbox"/>	005-70	Pumice Stone
<input type="checkbox"/>	005-75	Recycled Abrasives Products and Supplies
<input type="checkbox"/>	005-84	Steel Wool, Aluminum Wool, Copper Wool, and Lead Wool

NIGP Category Search

Searching by category is another way to choose commodity and service codes

1. Find the NIGP Category that best describes the goods and/or services you provide and click on the link (number) left of the description.
2. A new window will appear showing the available classes. Select a class by clicking on the three digit code highlighted in red.
3. The last window will appear showing you all the class and class item combinations available.

Commodity and Service Codes - VENDOR REGISTRATION

Search

NIGP Class: [Dropdown]
 NIGP Class Item: [Dropdown]
 NIGP Keyword: [Text Box]
 Search using: [ALL of the criteria] [Search]

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code search engine. Use the NIGP Code Browse below.

NIGP Code Browse

Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and
05	Building Equipment, Supplies, and
06	Clothing, Textiles, Laundry Equipm
07	Communication Equipment and Se
08	Computers, Software, Supplies, e
09	Food, Equipment, and Related Ser
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, an
13	Highway Road Equipment, Mater
14	Janitorial and Cleaning Equipmen
15	Laboratory Equipment, Supplies, e
16	Maintenance and Repair of Equip
17	Medical Equipment, Supplies, and
18	Miscellaneous Commodities and S
19	Office Supplies, Related Items, an
20	Paper, Printing Equipment, and Re
21	Personal Products, Equipment, an

Commodity and Service Codes -

Search

NIGP Class: [Dropdown]
 NIGP Class Item: [Dropdown]
 NIGP Keyword: [Text Box]
 Search using: [ALL of the criteria] [Search]

Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code search engine. Use the NIGP Code Browse below.

NIGP Code Browse Show Categories

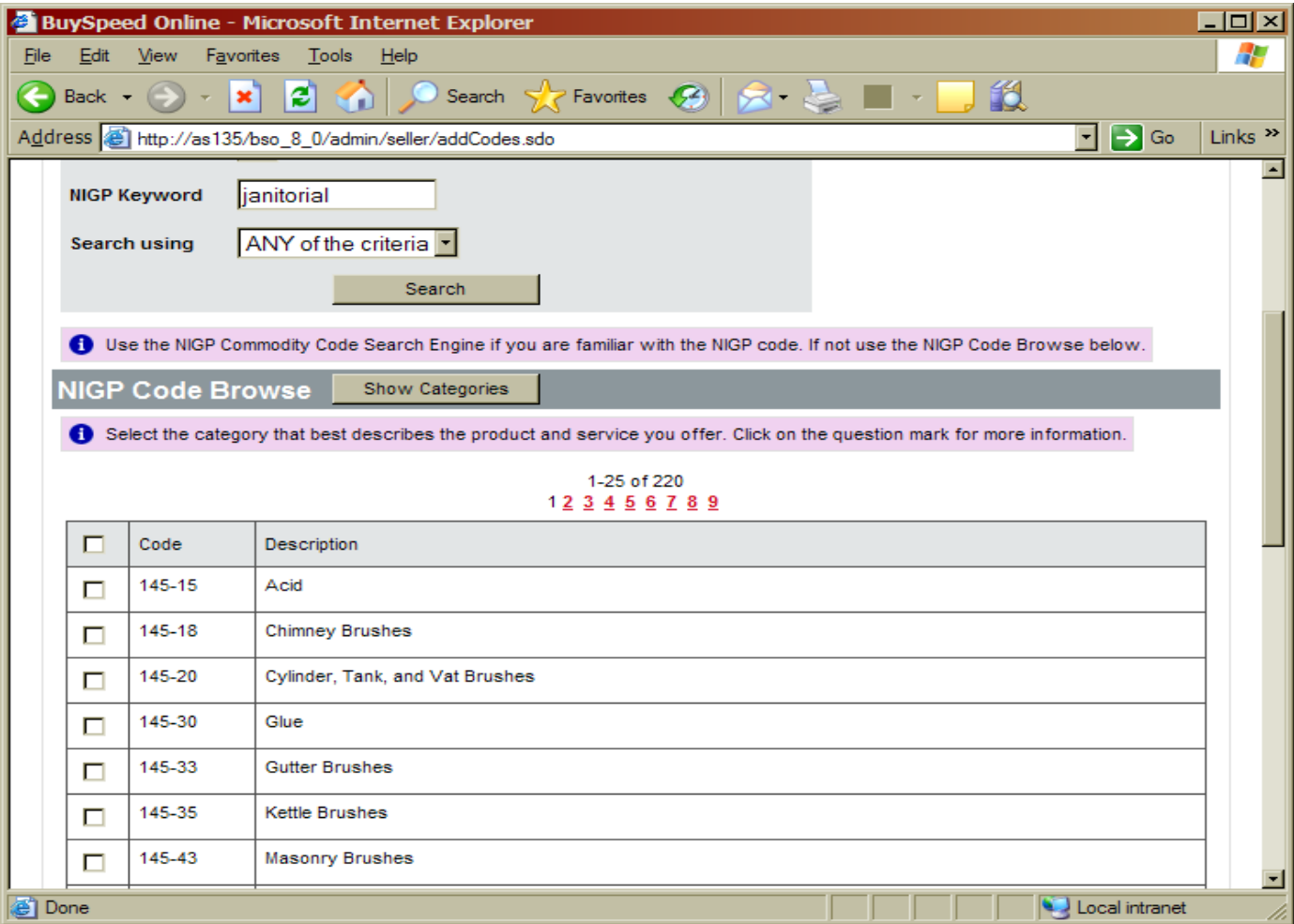
Select the category that best describes the product and service you offer. Click on the question mark for more information.

Code	Description
01	Administrative, Financial, and Management Services
945	FINANCIAL SERVICES
946	FINANCIAL SERVICES
945-10	Accounting and Billing Services (including Payroll Services, 3rd Party Reimbursement for Medicare, Medicaid, Private Insurance, etc)
945-11	Accounting Services (Not Otherwise Classified)
945-12	Actuarial Services and Retirement Planning
945-14	Appraisal Services, Antiquar
945-15	Appraisal Services, Real Estate
945-16	Appraisal Services (Not Otherwise Classified)
945-17	Appraisal Services, Art
945-20	Auditing
945-22	Automatic Teller Machine (ATM) Services
945-25	Banking Services
945-29	Cash Management Services (incl. Budgeting Services)
945-30	Cash/Securities and Bonding Services
945-31	Certified Public Accountant (CPA) Services
945-33	Collection Services, Financial Debt
945-35	Credit Card, Charge Card Services
945-36	Credit Investigation and Reporting
945-38	Custom Brokerage Services (incl. Stock and Bonds)

Selecting Commodity/Service Categories

Regardless of the search technique used, the screen will look similar to the screenshot below. A list of items that corresponds to the category of keyword entered will appear. The list may include more than one page of results.

1. **Click** on the empty check box to the left of the item/service description for every item or service which you wish to receive bid notification. (We do not guarantee these will be put out to bid; however, getting on the appropriate list guarantees you will receive a bid if that item is solicited via a public bid)
2. **Scroll** to the bottom of the page and **click** “Save and Add More” if there are additional pages to view. (Each page with selected categories must first be saved in order to retain your selections). The screen will refresh and you should be viewing the initial Commodity/Service search screen. Additionally, the keywords you entered previously should still be in the search box.
3. **Click** “Search”. The categories will show again on your screen and you can then choose the next page you wish to view. You will need to repeat this process for categories on subsequent pages.
4. After all categories have been selected, **click** “Save and Continue Registration” at the bottom of the page.





CONGRATULATIONS!! You have completed the Registration Process. We invite you to continue to explore BSO and its many features.

To continue exploring BSO, you will need to sign on using the Login ID and Password you created. **You need to be aware that** even though you have chosen a password during registration, BSO considers that initial password to be temporary and will require you to change it the first time you sign in after registration.