



INSTRUCTIONS FOR REGISTERED VENDORS

WHO SHOULD READ THIS DOCUMENT

These instructions are intended to assist vendors as they log in to BSO to manage their vendor profile.

The City of Fort Worth has been using BuySpeed online for the last 5 years for registering vendors. The new upgrade brings some new features to our existing vendors as well as new vendors who register after November 16, 2009. If you have done business with the City of Fort Worth prior to this date your current company profile will be migrated to the upgraded City of Fort Worth BuySpeed On-Line purchasing system. However, it is important that you verify the data and update (if needed) your organizational and contact information to ensure accuracy. We do not want you to miss out on any opportunities to do business with City of Fort Worth.

All vendors currently registered with the City of Fort Worth as a vendor should have received a notification from the City of Fort Worth containing the website address, a login ID and password at the time of registration.

IMPORTANT: If your company has done business with City of Fort Worth Purchasing in the past and you have *not* received this notification or can not remember your logon and password, please **DO NOT “Register”** again. Please email PurchasingBSO@fortworthgov.org 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: <http://bso.fortworthgov.org/bso/login.jsp>. 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"

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' with a description and a link to a disclaimer, and 'Open Bids' with a description. At the bottom, there is a login form with fields for 'Login ID:' and 'Password:', and a 'Login' button. The footer contains the copyright information: '© 2009 Periscope Holdings, Inc. All Rights Reserved'.

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.



Change Password (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.

| News ID | Effective Date | Category | Title |
|----------------------|----------------|-----------------------|-----------------------------------|
| 1016 | 09/29/2009 | Procedures | Vendor Registration Documentation |
| 1015 | 09/06/2009 | Forms and information | Vendor Payment Terms |



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.”

BuySpeed™ Online

[NIGP Code Browse](#) | [My Account](#) | [Customer Service](#) | [About](#)




[Home](#) | [Org Maintenance](#) | [User Maintenance](#) | [Add User](#)

Seller **Seller Administrator**

October 6, 2009 10:04:45 AM CDT ?

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

BuySpeed™ Online

[NIGP Code Browse](#) | [My Account](#) | [Customer Service](#) | [About](#)







[Home](#) | [Org Maintenance](#) | [User Maintenance](#) | [Add User](#)

Seller **Seller Administrator**

October 6, 2009 10:05:30 AM CDT ?

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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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 can not be changed except by the System Administrator.

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

Maintain Organization Information




This section is used for maintaining organization information.

Maintain Users on this Account



This section is used to maintain users for the organization.

Add Users on this Account



This section is used to add users to the organization.

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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.

BuySpeed™ Online

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

October 6, 2009 10:06:02 AM CDT ?

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

Maintain General Organization Information

Vendor ID: 000030136

Company Name*: Im A New Vendor

Tax ID #: 88-8888888

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

Incorporation Details: State: [v] Year of Incorporation: 0

Business Description: []

Preferred Delivery Method: [Email v]

Vendor Email: your_email@youremail.com

Vendor Fax: [] [] []

Emergency Supplier: Yes No

Emergency Phone*: [] [] [] Ext.: []

Emergency Contact Name*: []

Emergency Email*: []

Emergency Info Comment: []

User Last Updated: James Burris

Date Last Updated: 10/06/2009 10:02:16 AM

[Save & Exit] [Save & Continue] [Reset] [Cancel & Exit]

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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.

BuySpeed™
Online

Seller
Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

October 6, 2009 10:06:34 AM CDT ?

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

Maintain Addresses for: Im A New Vendor

| Name | Address Type | Address Information | Status | Default for Type |
|---------|--------------------------|---|--------|------------------|
| General | General mailing address: | Your Email Your Address Your City, TX Your Zip US Email: your_email@youremail.com Phone: (999)999-9999 | Active | Yes |

Add Another Address
Exit

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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..

BuySpeed™
Online

Seller
Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

October 6, 2009 10:07:04 AM CDT ?

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

Address Book - Im A New Vendor

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*:

Country*: US - United States of America ▼

City*: State/Province*: ▼

ZIP*: County:

Phone*: Ext:

Toll Free: Mobile:

Fax: Email*:

Status: Active ▼

Default address for this address type

Save & Exit
Reset
Cancel & Exit

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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.



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 |
|--------------------------|--------|---|------------|
| <input type="checkbox"/> | 958-02 | Agricultural Management Services (Not Otherwise Classified) | 10/06/2009 |
| <input type="checkbox"/> | 958-03 | Airport Management Services | 10/06/2009 |
| <input type="checkbox"/> | 958-05 | Asset Management Services | 10/06/2009 |
| <input type="checkbox"/> | 958-12 | Bio-Solids Management Services | 10/06/2009 |
| <input type="checkbox"/> | 958-14 | Border Security Management and Operation Services | 10/06/2009 |
| <input type="checkbox"/> | 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.

BuySpeed™ Online

Seller Seller Administrator
 October 6, 2009 10:08:48 AM CDT ?

NIGP Code Browse | My Account | Customer Service | About
 Home | Org Maintenance | User Maintenance | Add User Your Email

Commodity and Service Codes - Im A New Vendor

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

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

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 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 |

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.



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

BuySpeed™
Online

Seller
Seller Administrator

NIGP Code Browse | My Account | Customer Service | About

October 6, 2009 10:10:30 AM CDT ?

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

Terms, Categories, and Certifications - Im A New Vendor

Terms

Payment Terms:
 Shipping Terms:

Categories & Certifications

Category: 1099 Vendor

| | |
|--------------------------|---------------|
| Select | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Miscellaneous |

Notes:

Category: Batch Import

| | |
|--------------------------|--------------|
| Select | |
| <input type="checkbox"/> | Batch Import |

Category: Department of Informaion Resources

Description: Select if you are registered with State of Texas Department of Information Resources

| | |
|--------------------------|-----------------------------------|
| Select | |
| <input type="checkbox"/> | |
| <input type="checkbox"/> | Registered with Texas DIR Program |

Notes:

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 is 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.

BuySpeed™ Online

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About October 6, 2009 10:12:14 AM CDT ?

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

User Maintenance for: Im A New Vendor

| Login ID | First Name | Last Name | Status | Role(s) |
|----------------------------|------------|-----------|--------|--------------------------------|
| NEW_VENDOR | Your | Email | Active | Seller Seller Administrator |

Add User Exit

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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.

BuySpeed™ Online

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About October 6, 2009 10:12:38 AM CDT ?

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

New Vendor User for Im A New Vendor

Salutation

First Name* Last Name*

Job Title* Department

Phone* - Email*

Login ID* Status*

New Password* Confirm Password*

Login Question Login Answer

Roles

Seller

Seller Administrator

Save & Exit Reset Cancel & Exit

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