



# City of Fort Worth BuySpeed On-Line (BSO)

## INSTRUCTIONS FOR CHECKING INVOICE STATUS

This document will assist you in checking invoice status and payment information such as check number and payment date for your Company's invoices. If you need any assistance please send an email to [purchasingBSO@fortworthgov.org](mailto:purchasingBSO@fortworthgov.org).

Log in to BuySpeed Online <https://bso.fortworthgov.org/bso/login.jsp>

A screenshot of the BuySpeed Online login page. The page has a blue header with "Welcome To BuySpeed Online" and the Fort Worth logo. Below the header is a banner with the Fort Worth skyline. The main content area is white and contains the following text: "\*BSO CUSTOM REPORTS\*CFW USERS ONLY\*" in purple. There are two main sections: "Register" and "Open Bids". The "Register" section has a blue arrow icon and text: "Register here to begin using BuySpeed Online. Vendors, please read this disclaimer prior to registering." The "Open Bids" section has a blue arrow icon and text: "View open bid opportunities." Below these sections is a login form with a blue header, "Login ID:" and "Password:" labels, two input fields, and a "Login" button. At the bottom of the page is a blue footer with the text: "© 2009 Periscope Holdings, Inc. All Rights Reserved".

Upon log in you will be taken to the Home Screen for you profile.

The screenshot shows the BuySpeed Online interface for an Agency Vendor. The header includes the BuySpeed Online logo, user roles (Seller, Seller Administrator), and navigation links (NIGP Code Browse, My Account, Customer Service, About). The main content area is titled "Home - Welcome Back Agency Vendor" and features a table with the following data:

News ID	Effective Date	Category	Title
<a href="#">1017</a>	12/15/2009	Notices	Vendor Remit To Addresses
<a href="#">1016</a>	11/14/2009	Notices	Vendor User Documentation

Below the table is a copyright notice: "Copyright © 2010 Periscope Holdings, Inc. - All Rights Reserved." A small pie chart icon is visible in the upper right corner of the gray header bar.

Click on the small pie chart  in the upper right hand corner on the gray header bar

This will take you to the reports. There is only one report. "A Vendor's List of Invoices".

The screenshot shows the BuySpeed Online interface for an Agency Vendor, specifically the "Administrative Reports" section. The header includes the BuySpeed Online logo, user roles (Seller, Seller Administrator), and navigation links (NIGP Code Browse, My Account, Customer Service, About). The main content area is titled "Administrative Reports" and features a table with the following data:

Other	Report File Name
	<a href="#">A Vendor's List of Invoices</a>

Below the table is an "Exit" button and a copyright notice: "Copyright © 2010 Periscope Holdings, Inc. - All Rights Reserved."

Click on that report and the report parameter screen will appear.

BuySpeed™  
Online

Seller Seller Administrator

NIGP Code Browse | My Account | Customer Service | About February 25, 2010 2:16:16 PM CST

Home POs Bids Contracts Quotes Agency Vendor

### Render Report

Parameter value:

For security purposes Enter in your LogIn ID:

And in your email:

Invoice Year (ctrl click to select Mulp. Years):

Invoice Month (ctrl click to select Mulp. Months):

Output Format:

View Report

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You will need to enter the following information.

- Your BSO Logon ID
- Email Address that was set up for your Logon ID

Select the following – You can select multiple months or years by holding down the shift key on your keyboard.

- Invoice Year
- Invoice Month
- Output format – There are multiple options...pdf, html, csv etc.

When you click view report that will give you a list of invoices for your company and will show you the status of the invoice and payment information like check number and date of payment.