



Seller & Seller
Administrator Manual

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Introduction

Welcome to BuySpeed Online

BuySpeed Online is an Internet-enabled application that provides decentralized purchasing functionality specifically designed for government agencies. It is best viewed using Netscape Navigator 5+ and Internet Explorer 5, or later.

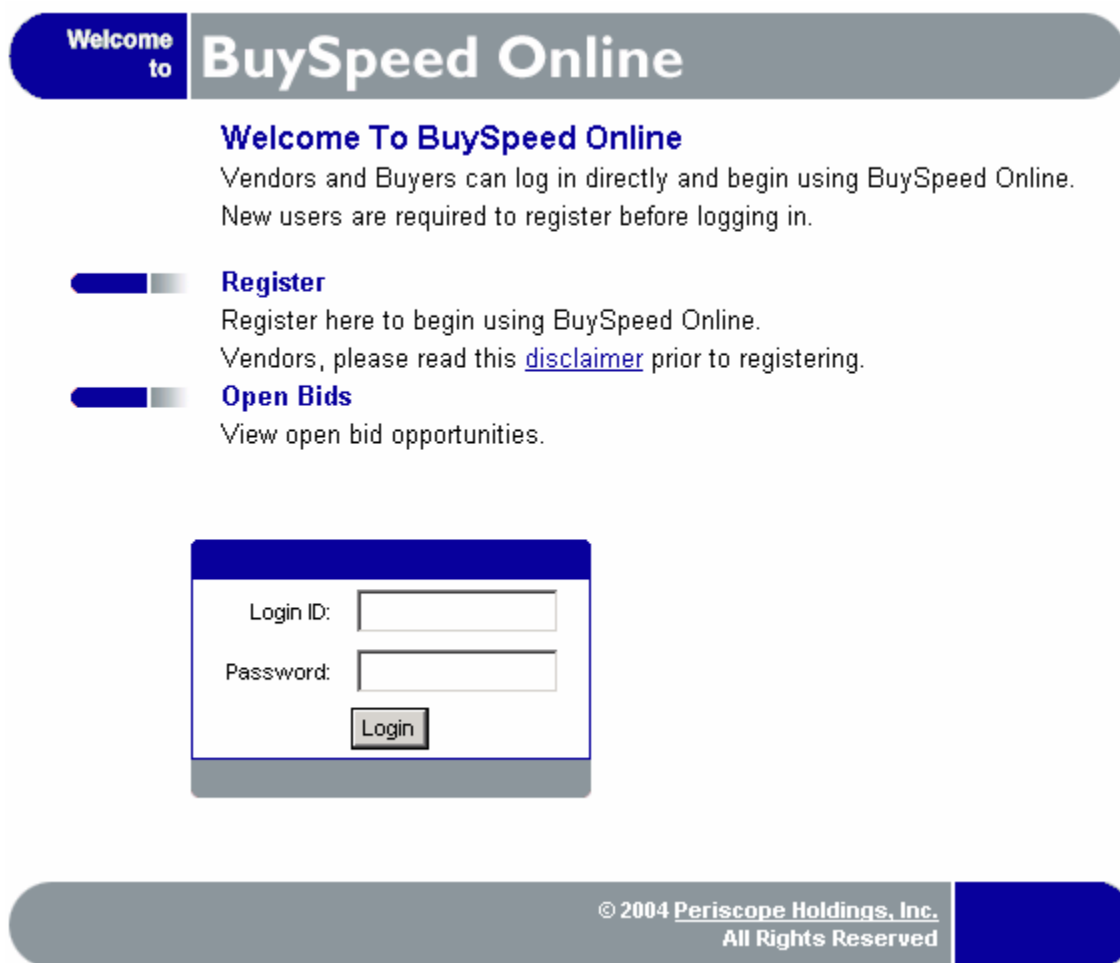


Figure 1- 1. BuySpeed Online login page

Introduction

The BuySpeed Online seller module allows providers of commodities and services to:

- Register with an agency by filling out an online application;
- Maintain that application according to commodities and services offered;
- View bid opportunities indexed by commodity and service; and
- View Purchase Orders.

The unique services offered by BuySpeed Online accelerate routine business processes, expand buying opportunities and reduce overall costs.

Benefits of BuySpeed Online

BuySpeed Online offers numerous benefits to sellers including:

- Ease of accessibility - BuySpeed Online is available from any workstation with access to the Internet.
- Paperless notification - BuySpeed Online eliminates manual retrieval of purchase orders and bids.
- No time constraints - BuySpeed Online is accessible 24 hours a day seven days a week

This manual has been created to assist you in using BuySpeed Online. If you have any questions, please contact the agency you are registered.

Application Basics

Home Page/Control Center

BuySpeed Online was designed to put the information you need right at your fingertips in an easy-to-use format: when you first log in to the BuySpeed Online application, you will be greeted by name and will see a listing of:

- 1) Open and Closed Bids (from the last 14 days) where your company was listed as a bidder;
- 2) Your working quotes
- 3) Any purchase orders awarded to you that have not yet been acknowledged;

This is your home page within the application and it is called the **Control Center**. The sections displayed on the control center are dynamic: they are based on up-to-the-minute available data from the agency and/or those items targeted to you.

For example, if there are no open bids, the Open Bids section will not appear at all on the page. The same thing applies for the Purchase Orders section, and if you have not been awarded any purchase orders, this section will not appear on your control center.

Getting Started

Home - Welcome Back George Hammer							
Purchase Orders / Change Ordres (Un-Acknowledged)							
Purchase Order #	Purchase Order Date	Fiscal Year	Description	Status	Total	Number of Change Orders	
PO-152230	11/09/2005	2006	clone po	3PS - Sent	\$36.60	None	
Your Working Quotes							
Quote #	Bid #	Bid Opening Date			Date Last Modified		
QT-0000025	BID-1042	11/09/2005 12:13:00 PM			11/09/2005 11:09:43 AM		
Open Bids							
Bid #	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Create Quote	Bid Holder
BID-1042	ADMINISTRATOR SYSTEM	Sample Bid	11/09/2005 12:13:00 PM		View	QT-0000025 QT-0000026 Create Quote	List
BID-1043	ADMINISTRATOR SYSTEM	Test Bid	11/21/2005 10:20:00 AM		View	Create Quote	List
BID-1044	ADMINISTRATOR SYSTEM	Test Bid	11/30/2005 10:42:00 AM		View	Create Quote	List
Closed Bids							
Bid #	Buyer	Description	Bid Opening Date	Awarded Vendor(s)			
BID-1041	ADMINISTRATOR SYSTEM	Cross Test 1	10/27/2005 09:46:00 AM	Not awarded yet.			

Figure 2- 1. Control Center (Home Page)




Header/Navigation Menu

The navigation menu allows you to move within the application and gives you access to open and closed bids, purchase orders, and account maintenance. As you travel through the application, you will always see this menu at the top of each page.

NIGP Code Browse My Account Customer Service About				  	
Home	POs	Bids	Contracts	Quotes	

Figure 2- 2. Navigation Header

There are several key icons in the navigation menu:

	Accesses the search screen.
	Accesses the help manual.
	Logs you out of the BuySpeed Online application.

Roles

If you have multiple roles within BuySpeed Online (for example you are Seller as well as an Seller Administrator for your company), you will see role tabs in the upper-right corner of the header as indicated below. Each role within the application will have its own control center. For example, the Seller Administrator has an organization maintenance focus, while the Seller has a purchasing information focus. The tabs will not appear in the application if you only play one role.



Figure 2- 3. Navigation Header – Multiple Roles

My Account

The My Account link in the navigation menu allows you to keep your individual user profile current with the agency. Modifying your personal login information does not change your company’s general information with the agency. To maintain the overall organization information with an agency, you must have the role of Seller Administrator and must use the Seller Maintenance functions.

My Account Information			
My Information			Edit
Salutation			
First Name	Tim	Last Name	Garza
Job Title	tester	Department	
Email	tgarza@goperiscope.com		
Company	Tim's Test Vendors		
Phone	(000)000-0000		
Exit			
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Figure 2- 4. My Account Overview

Getting Started

Use the **Edit** button to update your personal information. You can change your title, contact information, as well as your login password and login security question and answer.

My Information

Salutation

First Name* Last Name*

Job Title* Department

E-mail*

Company

Phone* Ext.

Change Password* Confirm Password*

Login Question

Login Answer

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Figure 2- 5. My Account Edit Page – User Maintenance

Advanced Search

Access the advanced search screen by clicking on the magnifying glass icon in the navigation header. The advanced search option lets you search for bids, purchase orders, contracts and commodity codes:

Select any or all of the following:

Search For: Bids Commodity Codes Purchase Orders
 Contracts Quotes Items

Search using

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Figure 2- 6. Advanced Search Screen

The search criteria that displays on the screen is dynamic and depends on the type of search being executed. For example, a commodity code search will prompt you to enter a class-level commodity code, an item-level commodity

code, or a keyword, while a contract search will prompt you for a line item description or NIGP commodity code.

Select any or all of the following:	
Search For:	<input type="radio"/> Bids <input checked="" type="radio"/> Commodity Codes <input type="radio"/> Purchase Orders <input type="radio"/> Contracts <input type="radio"/> Quotes <input type="radio"/> Items
Search Fields:	NIGP Class <input type="text"/> NIGP Class Item <input type="text"/> NIGP Group <input type="text"/> Description <input type="text"/>
Search using	ALL of the criteria <input type="text"/>
<input type="button" value="Find It"/> <input type="button" value="Clear"/>	
<input type="button" value="Exit"/>	
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Figure 2- 7. **Advanced Search Screen – Commodity Code Search**

The search page uses ‘LIKE’ functionality. This means that exact matches are not required and results will be returned that include any portion of the keyword or code entered. For example, if you are searching for class codes that include 00, you can enter 00 in the Class field, click on **Find It**, and see all commodity codes where 00 is included (005, 100, etc.).

The search results will appear immediately below the search box. If multiple pages of results are returned, you will see multiple pages of results showing the number of records displayed out of the total number of results returned.

Getting Started

Search For:	<input type="radio"/> Bids <input checked="" type="radio"/> Commodity Codes <input type="radio"/> Purchase Orders <input type="radio"/> Contracts <input type="radio"/> Quotes <input type="radio"/> Items				
Search Fields:	NIGP Class	010 - ACOUSTICAL TILE, INSULATING MA...			
	NIGP Class Item	05 - Acoustical Tile, All Types (In...			
	NIGP Group	<input type="text" value=""/> <ul style="list-style-type: none"> 010-05-52 - PANELS, LAY-IN, PLASTIC ACRYLI... 010-05-53 - PANELS, LAY-IN, VINYL LATEX PA... 010-05-54 - PANELS, ACOUSTICAL, MINERAL FI... 010-05-81 - TILES, ACOUSTICAL 			
	Description	<input type="text"/>			
Search using	ALL of the criteria				
<input type="button" value="Find It"/> <input type="button" value="Clear"/>					

Commodity Code	Description	Group	Class	Class Item	UOM
010-05-52	PANELS, LAY-IN, PLASTIC ACRYLIC FINISH, SPECIAL HIGH-LOSS, SCRUBBABLE, VARIOUS DESIGN PATTERNS, MEETING FEDERAL SPECIFICATION SS-S-118B.	Yes	010 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	05 - Acoustical Tile, All Types (Including Recycled Types)	
010-05-52040-6	CLASSIC PATTERN, 24 IN. X 48 IN. (STANDARD UNIT-CTN EQUALS APPROX. 96 SQ. FT.)	No	010 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	05 - Acoustical Tile, All Types (Including Recycled Types)	CTN - Carton
010-05-52090-1	CORTEGA PATTERN, 24 IN. X 48 IN. (STANDARD UNIT-CTN EQUALS APPROX. 96 SQ. FT.)	No	010 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	05 - Acoustical Tile, All Types (Including Recycled Types)	CTN - Carton
010-05-52170-1	FISSURED PATTERN, 24 IN. X 48 IN. (STANDARD UNIT-CTN EQUALS APPROX. 96 SQ. FT.)	No	010 - ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES	05 - Acoustical Tile, All Types (Including Recycled Types)	CTN - Carton

Figure 2- 8. Advanced Search Screen – Results Display

If more than ten (10) pages of results are returned, you will see arrow icons to use for paging through the results.

Customer Service

The customer service screen allows you to contact an agency representative for additional information or for assistance with some of the items that are found in the BuySpeed Online application.

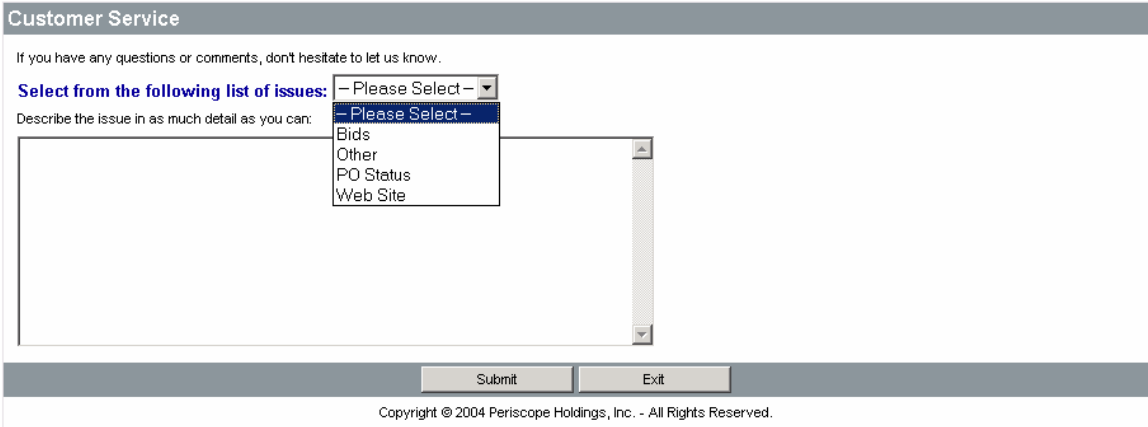


Figure 2- 9. Customer Service Screen

Select the appropriate category and enter your comments or questions in the large comment box. An email will be sent to the agency administrator, who will respond to your request.

A confirmation page like the one shown below will appear once you have submitted your request:



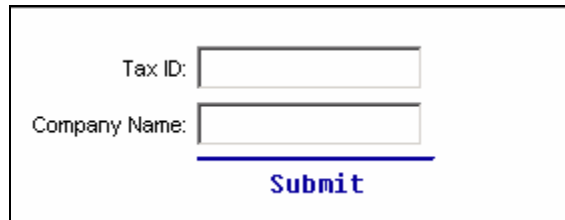
Figure 2- 10. Customer Service Confirmation Screen

Getting Started

Online Seller Registration

Online seller registration allows providers of commodities and services to register with an agency. Registration allows a seller to view bid opportunities as well as purchase orders.

To register with an agency, click on the **Register** button at the web site designated by the agency for BuySpeed Online. A pop-up box like the one shown below will appear, prompting you for the Tax ID number and Name of your company. Enter the requested information and click on **Submit**.



A registration form with two input fields. The first field is labeled "Tax ID:" and the second is labeled "Company Name:". Below the second field is a blue "Submit" button.

Figure 3- 1. Registration Box

If the Tax ID has already been registered with the agency, the following error page will appear:




An error page with a grey header bar containing the text "Federal Tax ID Exists". Below the header is a white box with the message: "Federal Tax ID: 12-1234567 already exists in our system. Please contact an administrator from one of the following registered vendors with the same Federal Tax ID and request that you be added as a user." Below the message are two blue links: "Tim's Test Vendor" and "Tim's Test Vendors". At the bottom of the white box is a grey button labeled "Back". Below the white box is a grey footer bar with the text "Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved."

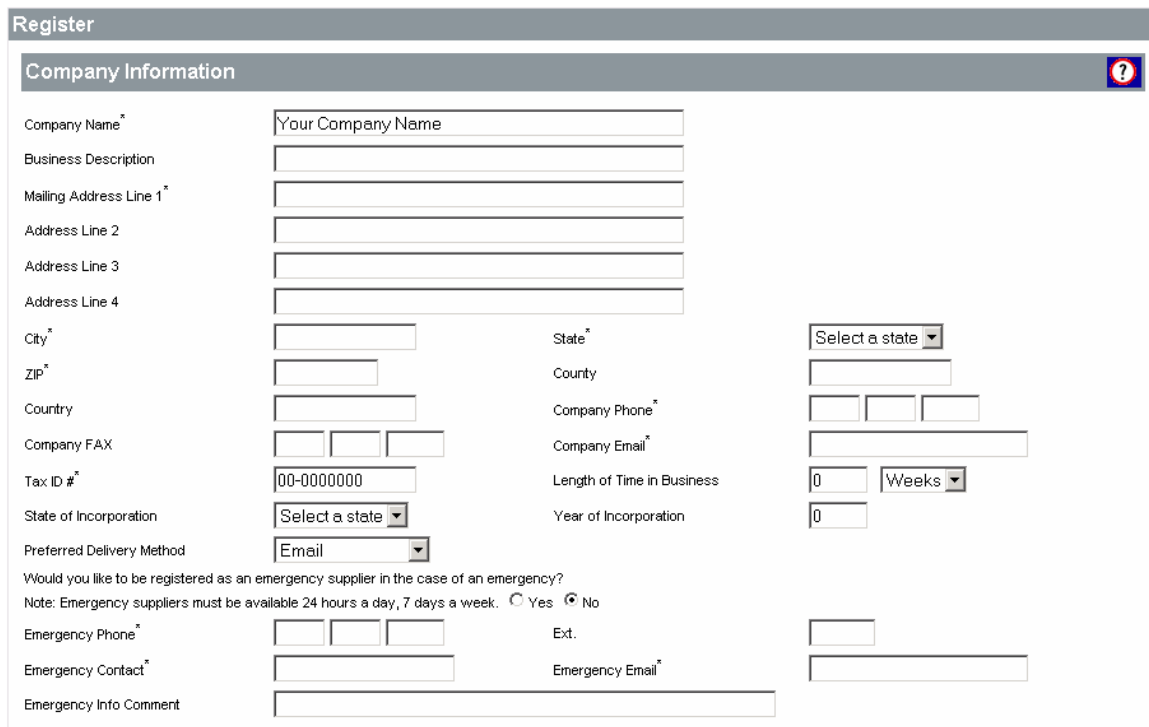
Figure 3- 2. Registration Error Page

In addition, an email will be submitted to the Seller Administrator indicating that an attempt was made to register the company again. If the Tax ID and Company


Name do not already exist with the agency, a new registration screen will appear with your company name and tax ID number.

The first section of the online seller registration process requests general information about your company.

At any time during the registration process, you can click on the  icon for assistance in completing each registration form.



Register

Company Information 

Company Name*

Business Description

Mailing Address Line 1*

Address Line 2

Address Line 3

Address Line 4

City* State*

ZIP* County

Country Company Phone*

Company FAX Company Email*

Tax ID #* Length of Time in Business

State of Incorporation Year of Incorporation

Preferred Delivery Method

Would you like to be registered as an emergency supplier in the case of an emergency?
 Note: Emergency suppliers must be available 24 hours a day, 7 days a week. Yes No

Emergency Phone* Ext.

Emergency Contact* Emergency Email*

Emergency Info Comment

Figure 3- 3. Registration – Company Information

Required fields are identified by an asterisk. You must enter these fields at a minimum in order to continue with the registration process. Fields without an asterisk are optional entry fields. You may enter data for these items, but it is not required. Use the Tab key to advance to the next field, or click in the field with the left mouse button.

Company Name Enter the name of your company. This is a required field.

Getting Started

Mailing Address Enter the general address of your company. This will be the default mailing address for your company. You may change this address at any time. Address line 1 is a required field. Line 2, Line 3 and Line 4 are not required fields.

City Enter the city of your company. This is a required field.

State/Province Select the state or province of your company from the drop-down menu. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you with further details. This is a required field.

ZIP Enter the ZIP code of your company. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please enter '00000'. An agency representative may contact you for further details. This is a required field.

County Enter the county of your company. This is not required field.

Country Enter the country of your company. This is not a required field.

Company Phone Enter the default phone number of your company. This is a required field.

Company Email Enter the default email address for the company in

general or of the contact person for your company.
This is a required field.

Company FAX Enter the default FAX number of your company.
This is not a required field.

Tax ID# Enter the federal tax ID for your company, or your social security number if you do not have a federal tax ID number. The following are acceptable formats - ##-#####, ##### and ###-##-####. This is a required field.

State of Incorporation If your company is incorporated, enter the state in which your company was incorporated. This may not be the state in which you are doing business. For example, some Texas companies are incorporated in Delaware. This is not a required field.

Year of Incorporation If your company is incorporated, enter the year in which your company was incorporated. This is not a required field.

Business Description Enter a general description of your company. This is not a required field.

Length of Time in Business Enter the length of time your company has been in business. This is not a required field.

Emergency Supplier Select 'Yes' if you choose to be designated as an emergency supplier. You will be prompted to provide additional address information upon submittal of this page. Emergency suppliers must be

available 24 hours a day, 7 days a week.

The second section of the online seller registration process concerns the addition of Administrative User information. The Administrative User has the ability to maintain the organization's general information with the agency and will also be able to add additional users. An organization can have more than one administrative user. However, it is not a good idea to make everyone in the organization an administrative user since this would allow him or her to modify the organization's records with the agency.

Required fields are identified by an asterisk. You must enter these fields before advancing further into BuySpeed Online. Fields without an asterisk are optional entry fields. Use the Tab key to advance to the next field, or click into the field with your left mouse button.

The screenshot shows a web form titled "Administrative User Information" with a help icon in the top right corner. The form contains the following fields:

- Salutation: A dropdown menu.
- First Name*: A text input field.
- Last Name*: A text input field.
- Job Title*: A text input field.
- Department: A text input field.
- Email*: A text input field.
- Phone*: A form with four separate input boxes for area code, exchange, and number, separated by a hyphen.
- Login ID*: A text input field.
- New Password*: A text input field.
- Confirm Password*: A text input field.
- Login Question: A text input field.

At the bottom of the form are four buttons: "Add Another Address", "Continue Registration", "Reset", and "Cancel".

Figure 3- 4. Registration – Administrative User

Salutation Choose a salutation from the drop-down box for the administrative user being entered.

First Name Enter the first name of the administrative user. This is a required field.

Last Name Enter the last name of the administrative user. This is a required

field.

Job Title Enter the job title of the administrative user. This is a required field.

Department Enter the department name for the administrative user, if applicable. This is not a required field.

Phone Enter the phone number of the administrative user. This is a required field.

Extension Enter the phone extension of the administrative user, if applicable. This is not a required field.

Email Enter the email address of the administrative user. This is a required field.

Login ID Select a login ID for the administrative user. The login ID will allow you access into the system. It must be 5 - 8 characters long. This is a required field.

Password Select a login password for the administrative user. In conjunction with the login ID, the password will allow you access into the system. This is a required field.

Login Question This 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. This is not a required field.

Login Answer This is the answer to your login question. If answered correctly, your login ID and password will be emailed to you. This is not a required field.

Getting Started

Add Additional Addresses

Once the general company information and administrative user information have been entered, you can add additional addresses or continue registration. The address from the Company Information section will be added as your default mailing address. If you have a separate address for purchase orders, bids, or invoices, select the option to **Add Another Address**.

If you chose to be registered as an emergency supplier, you will be prompted to enter an emergency contact address.

Figure 3- 5. Registration – Additional Address Screen

Address Type Select the type of address (emergency contact, bid mailing, PO mailing, remittance). This is a required field.

Address Name Enter a descriptive name for the address (i.e. Corporate, Bids, POs, etc). This is a required field.

Contact Name Enter the primary contact person for this address. This is a required field.

Line 1 Enter the first line of the street address. This is a required field. Lines 2, Line 3 and Line 4 are not required fields.

City Enter the city for the address. This is a required field.

State/Province Enter the state or province for the address. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you for further details. This is a required field.

ZIP The ZIP code. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please '00000'. An agency representative may contact you for further details. This is a required field.

County The county. This is not required field.

Country The country. This is not a required field.

Phone The phone number associated with this address. This is a required field.

Email The email address associated with this address. This is a required field.

Fax The fax number associated with this address. This is not a required field.

Save & Add Another address as necessary, or **Save & Continue** with registration. After you have entered all applicable addresses, you will be

Getting Started

prompted to select a region (if applicable for the agency) when you continue with your registration.

If the agency does not request that sellers register by region, only the All Regions box will be shown. If there are various regions to choose from, choose the appropriate region in which you would like to be considered for purchases. The default value is all regions. Select **Save and Continue** to continue registering with the agency.

Adding Payment and Shipping Terms

You will be prompted to select your specific payment, shipping, and other terms, along with your company's identification by category when you continue registration.

Terms, Categories, and Certifications - Your Company Name

Terms

Payment Terms

Shipping Method

Shipping Terms

Categories & Certifications

Category: Minority-Owned Business

Category Types (**Please select exactly one category type**)

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>	Minority-Owned Business	

Category: Small-Business

Category Types

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>	Small Business	

Figure 3- 6. **Registration – Terms and Categories Screen**

Adding Vendor Categories

Some categories require that you select only one option, whereas others allow you select multiple categories. Choose the applicable categories from those listed

and to add certification, click **Save & Add Certification**. have entered your terms and categories, you will be prompted to identify the commodities and services that your company provides.

Add Certification

The screenshot shows a web form titled "Add Vendor Certification - Ace Hardware". The form contains the following fields and values:

- Vendor ID:** 00721878
- Category:** (empty)
- Category Type:** FEMALE OWNED
- Certification Source:** October 5 Test (dropdown menu)
- Certification ID *:** (empty text box)
- Effective Date (MM/DD/YYYY) *:** (empty date picker)
- Expiration Date (MM/DD/YYYY):** (empty date picker)
- Certification Status:** Active (dropdown menu)
- Certification Description:** (empty text box)

At the bottom of the form, there are four buttons: "Save & Exit", "Save & Continue", "Reset", and "Close Window".

To add certification, choose the certification source from the pull-down, enter your certification ID, effective dates, certification status and description.

Add Commodity Codes

Attaching commodity codes to your profile helps ensure your company will be included when bids are created for those products or services. This can be done during registration. A seller administrator can add or delete commodity codes anytime. To find a commodity code, use the browse or search functions in BSO.

Code	Description
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

Figure 3- 7. Registration – Commodity Search Screen

Searching the NIGP Code

In the specific code lookup field, type the commodity class, commodity item, or keyword that you would like to search for.

Show NIGP Categories

- 1) In the Category listing, click on the category item code number you would like to search. The Class listing for that category is displayed.
- 2) In the Class listing, click on the code number of the class you would like to search. The Item listing is displayed.

Select a Commodity Code

To select a class-item commodity code, simply check the box to the left of the code to add that commodity to your registration. When you are finished, click the **Save and Add More** or **Complete Registration** button located at the bottom of the page.

NIGP Code Browse		Show Categories
02	Agricultural Equipment and Related Products and Services	
019	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES	
020	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)	
022	AGRICULTURAL IMPLEMENT AND ACCESSORY PARTS	
040	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, INCLUDING ACCESSORY ITEMS (LIVE)	
325	FEED, BEDDING, VITAMINS AND SUPPLEMENTS FOR ANIMALS (SEE CLASS 875 FOR DRUGS AND PHARMACEUTICALS FOR ANIMALS)	
685	POULTRY EQUIPMENT AND SUPPLIES	
810	SPRAYING EQUIPMENT (EXCEPT HOUSEHOLD, NURSERY PLANT, AND PAINT)	
825	STOCKMAN EQUIPMENT AND SUPPLIES	

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Figure 3- 8. Registration – Commodity Selection Screen

Confirmation of Registration

After you have successfully registered as a seller on the site, you will see the following confirmation page:



Figure 3- 9. **Registration Confirmation Screen**

You will also receive email confirmation once your account has been activated. A sample email is shown below:

Dear Tim Garza,

Thank you for registering with BuySpeed Online 5.1. Your BuySpeed Online account has been activated. Below you will find your login ID and password.

Login ID: capture
Password: capture
Vendor #: 005580

Please log in to the Buyspeed Online application. If you have any questions concerning your account, please contact us at 512-472-9062.

Thank you,
BuySpeed Online 5.1

Use this link to log on to Buyspeed Online: http://64.123.4.106/bso_chatt/login.jsp

Figure 3- 10. **Registration Confirmation Email**

Logging In

To log in to BuySpeed Online, enter the user name you chose during registration in the **Login ID** field and either press the Tab key or use your mouse to move the cursor to the **Password** field by clicking in the text box. Enter in your password and then click on the **Login** button.

A screenshot of a login dialog box. It has a blue header bar. Below the header, there are two text input fields: the first is labeled "Login ID:" and the second is labeled "Password:". Below the password field is a button labeled "Login".

Figure 3- 11. **Login Dialog**

Login Error Handling

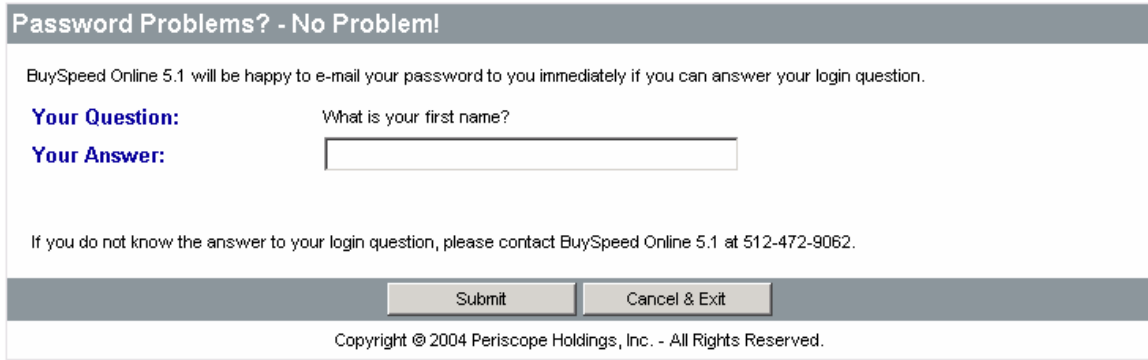
If you make a mistake while entering in your *Login ID* or your *Password* or forget your *Password* you will be re-directed to the Error Login screen. From here you can attempt to login again by typing in the same information in the fields provided, or you can click on the **Login Question** link.

 A screenshot of an error message screen. The title bar says "Error: Attempted Login Unsuccessful". The main content area says "We are sorry, there was a problem logging you into the BuySpeed Online 5.1 website:" followed by a bullet point: "• Invalid login ID". Below this, it says "Please make sure that your information is correct and try again. For help contact the BuySpeed Online 5.1 system administrator." There is a section titled "Retry Login" with the instruction "Please enter your login information again:". This section contains two input fields: "Login ID:" and "Password:". Below these fields are two buttons: "Login" and "Cancel". To the right of the input fields, there is a link: "If you have forgotten your password, answer your [Login Question](#)". At the bottom of the screen, there is a copyright notice: "Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved."

Figure 3- 12. **Login Unsuccessful Screen**

At the Login Question_page, enter in the answer to your “Login Question” that was created when you registered and click on “Submit”. **Note:** If you did not enter in a “Login Question” during your registration process, you will get an error when attempting to go to this page.

Getting Started



Password Problems? - No Problem!

BuySpeed Online 5.1 will be happy to e-mail your password to you immediately if you can answer your login question.

Your Question: What is your first name?

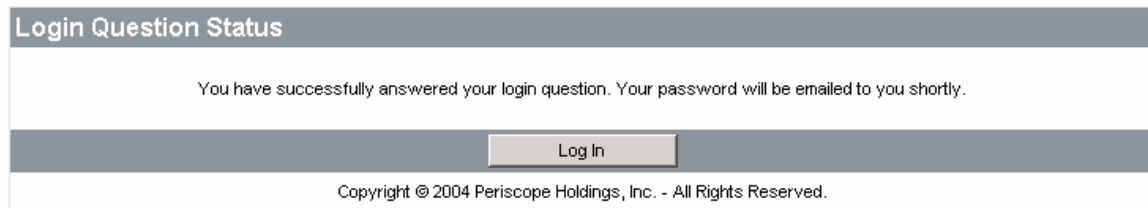
Your Answer:

If you do not know the answer to your login question, please contact BuySpeed Online 5.1 at 512-472-9062.

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Figure 3- 13. Login Question Screen

If you answer your login question correctly, you will automatically be emailed your password in a few minutes.



Login Question Status

You have successfully answered your login question. Your password will be emailed to you shortly.

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Figure 3- 14. Login Question Confirmation

Bids

If an agency has named your company on a bid, an email will be sent and the bid will appear in the Open Bids section of the (Seller) homepage.

View Open Bids

After logging into BuySpeed Online, bid opportunities that are within 14 days of the Bid Opening date will always appear on your Control Center under the **Open Bids** section. You can also view them by selecting the **Open Bids** option from the drop-down navigation menu.

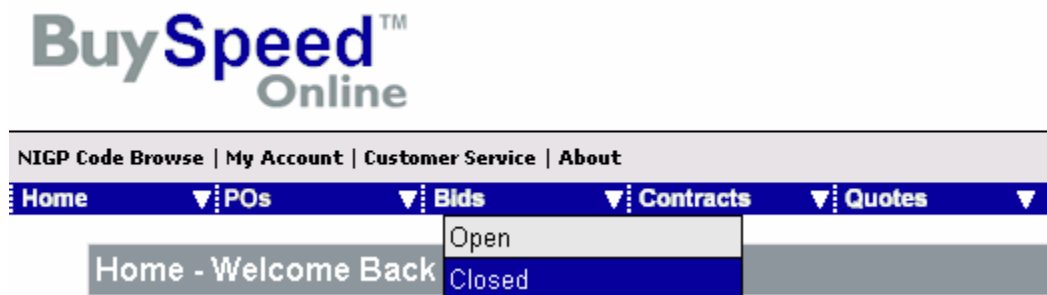


Figure 4- 1. Bids Menu

Filter Bids By Category

When viewing open bids using the navigation menu, an intermediate screen allows you can view all open bid solicitations or filter by a specific product or service category.

Respond to Bids

Figure 4- 2. **Bid Category Selection**

The Open Bids results are then displayed. Below is an example of a listing for all category commodities. You can sort the results page using the column headings: **Bid #**, **Buyer**, **Description**, **Bid Opening Date**, **Pre-Bid Conference**, and **Plan Holder** information.

Select **Print Page** to print the page as is displayed on-screen, and **Cancel** to return to the login page.

Bid #	Buyer	Description	Purchase Method	Bid Opening Date	Pre-Bid Conference	Bid Q & A	Quotes	Bid Holder
B0000932	Mei Zhu	Test-open market req	Open Market	10/29/2004 09:09:00	twerwrwrwr	View	Create New	List

Exit

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Figure 4- 3. **Open Bids Listing**

Bid # The Bid Number, also functions as a link to the bid detail page.

Buyer The agency buyer associated with the bid.

Description A short description of the bid.

Bid Opening Date The date the bid will be opened and quotes no longer accepted.

Pre-Bid Conference If there is information related to informational meetings or briefings related to the bid, it will be listed here.

Plan Holder The plan holder column contains a link to the bid plan holder list. This list outlines the sellers who have viewed this bid document after electing to submit an acknowledgement receipt. An example of the Plan Holder list is pictured below.

Solicitation Holder List - B0000932

Solicitation Name: Test-open market req **Buyer:** Mei Zhu
Solicitation #: B0000932 **Opening Date** 10/29/2004 09:09:00

Date Acknowledged	Contact Name, Company Name, Address, Phone & Fax	File Sent	File Downloaded
09/01/2004	Contact Person: seller user A & A Heating & Air Condition 4272 Bonny Oaks Drive Chattanooga, TN, 37406 Phone: (123)456-7899 Fax: Email address: rliu@goperiscope.com		

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Figure 4- 4. Bid Plan Holder List

After reviewing the Bid Plan Holder List, select **Cancel** to return to the **Open Bids** selection list.

Open a Bid (After Registering)

To open and view a specific bid:

- 1) Click on the underlined bid number in the Open Bids selection list.
- 2) Respond to the Bid Acknowledge Receipt query that displays.
 BuySpeed automatically allows you to send an acknowledgement receipt to the agency. Selecting “Yes” to the query ensures the agency is aware of your interest in this Bid should they publish an addendum in the future. Selecting “No” will still allow you to view the bid details for the selected bid, but will not prompt the agency to send you updates.

Respond to Bids

Acknowledge Receipt

Bid # B0000932
Bid Description Test-open market req

Click **Yes** to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click **No**, and the bid will be displayed. Do you want to continue?

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Figure 4- 5. Bid Acknowledge Receipt (Post-Registration)

- 3) View the bid detail. When you click on the bid number link to open and view the bid document, you can use the item fields to calculate the quantity, and unit price. As you update the item fields, the item **Total Cost**, **Item Total**, and **Bid Solicitation** fields reflect the calculations.

Bid Solicitation

Bid Solicitation ID B0000932 **Opening Date** 10/29/2004 9:09:00 AM
Buyer Mei Zhu
 Phone: (354)453-5343
mzhu@goperiscope.com **Description** Test-open market req

Bid Amendments

Amendment #	Date	Note
1	2004-08-12 08:15:54.0	first test revision on oracle Header 1. Bid OpeningDate changed from "11/29/2004 09:09:00" to "10/25/2004 09:09:00". first test revision on oracle
2	2004-08-12 08:46:21.0	Header 1. Bid OpeningDate changed from "10/25/2004 09:09:00" to "10/26/2004 09:09:00". test revision again
3	2004-08-12 09:59:04.0	kiyyuuy97987y9 Header 1. Bid OpeningDate changed from "10/26/2004 09:09:00" to "10/29/2004 09:09:00". uyruytu

Bid Detail

Item #	Print Seq	Description	Quantity	UOM	Unit Price	Total Cost
1	1.0	office supplies	1000.0	EA	\$0.10	\$100.00
Bid Solicitation Total						\$100.00

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Figure 4- 6. Bid Solicitation

View Open Bid List Prior to Seller Login/Registration

Registered and unregistered sellers can view open bid opportunities at any time without logging into the BuySpeed Online.

The initial process for viewing a list of open bids is identical for registered and unregistered sellers:

- 1) Click on the **Open Bids** link located on the main login screen.

- 2) Choose a bid category. Both unregistered and registered sellers can view bids within a certain product or service grouping by using the Bid Category selection dropdown menu to choose a commodity group such as "Computers, Software, Supplies, and Services." To access all open bid solicitations, choose All Categories from the category dropdown.
- 3) Click **Go**.

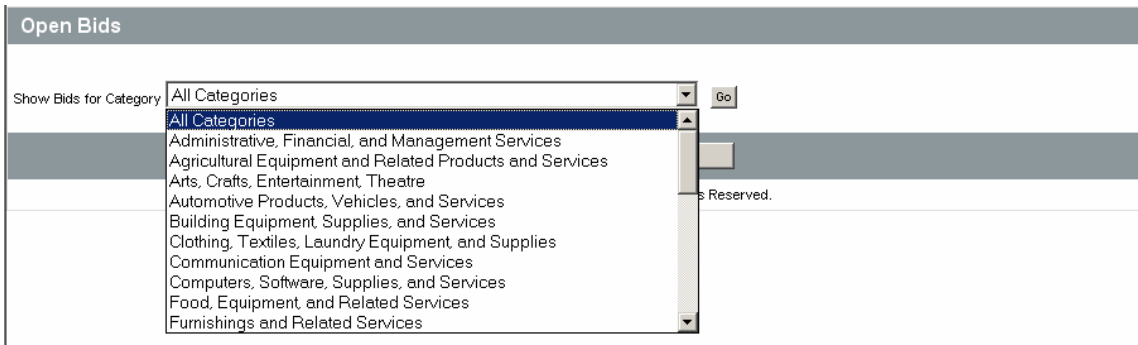


Figure 4- 7 Open Bids--Bid Category Selection

The Open Bids results are then displayed. Below is an example of a listing for all category commodities. You can sort the results page using the column headings: **Bid #**, **Buyer**, **Description**, **Bid Opening Date**, and **Pre-Bid Conference** information. Select **Print Page** to print the page as is displayed on-screen, and **Cancel** to return to the login page.

Bids - Opened					
Bid #	Buyer	Description	Bid Opening Date	Pre-Bid Conference	Bid Tabulation
00000039	Katherine Lewis	Mei test bid	11-19-2002 14:36:54		Bid Tabulation
00000040	Katherine Lewis		11-16-2002 17:23:33		Bid Tabulation
00000041	Angela King	New shelves	11-14-2002 10:31:52		Bid Tabulation
00000042	Rebecca Raven	Forklifts	11-14-2002 10:52:30		Bid Tabulation
31	Anne Barton	test bid31	10-31-2002 14:08:17		Bid Tabulation
32	Terrance Grahn		11-11-2002 12:00:00		Bid Tabulation

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Figure 4- 8. Open Bids Listing

Open a Bid (Registered Seller)

To open and view a specific bid as a registered seller:

- 1) Click on the underlined bid number in the Open Bids selection list.
- 2) Respond to the Bid Acknowledge Receipt query that displays.

Respond to Bids

BuySpeed automatically allows you to send an acknowledgement receipt to the agency. Selecting “Yes” to the query ensures the agency will automatically send you any updates and modifications to the selected bid. Selecting “No” will let still allow you to view the bid details for the selected bid, but will not prompt the agency to send you updates.

Acknowledge Receipt

Bid # B0000932
Bid Description Test-open market req

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes No

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Figure 4- 9. Bid Acknowledge Receipt (Registered Seller)

- 3) View the bid detail.

Open a Bid (Unregistered Seller)

An unregistered seller will follow a slightly different procedure to open a bid:

- 1) Click on the underlined bid number in the Open Bids selection list.
- 2) Respond to the **Acknowledge Receipt** query window asking you if you want to submit an acknowledgement receipt after submitting company information. Select “Yes” to continue to the registration form and submit an acknowledgement receipt. Submit “No” to bypass the receipt process and go directly to the detail for the selected bid.

Acknowledge Receipt

Bid # B0000932
Bid Description Test-open market req

Click Yes to acknowledge the download of the bid. When you acknowledge a bid, you may receive any future correspondence regarding this document. If you do not want to acknowledge click No, and the bid will be displayed. Do you want to continue?

Yes No

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Figure 4- 10 Acknowledge Receipt (Unregistered Seller)

- Complete the Mini Register (company profile) form. The Mini Register information allows the agency to contact you if there are any amendments to the bid(s) that you upload:

The screenshot shows a web form titled "Mini Register". The form contains the following fields:

- Company Name* (text input)
- Mailing Address Line 1* (text input)
- Address Line 2 (text input)
- City* (text input)
- State/Province* (dropdown menu with "Select a state" selected)
- ZIP* (text input)
- County (text input)
- Company Phone* (text input)
- Company Fax (text input)
- Contact Email* (text input)
- Contact First Name* (text input)
- Last Name* (text input)

At the bottom of the form are two buttons: "Continue" and "Cancel". Below the buttons is a copyright notice: "Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved."

Figure 4- 11. Company Profile (Mini Register)

Required fields in the mini-registration are marked with an asterisk and must be completed. Fields without an asterisk are optional entry fields. Use the Tab key to advance to the next field, or click into a field with the left mouse button.

Tax ID Number	This information is pulled in from your entry in the Federal Tax ID pop-up box.
Company Name	Enter the name of your company. This is a required field.
Mailing Address	Enter the general mailing address of your company. Address line 1 is a required field. Lines 2, 3, and 4 are not required fields.
City	Enter the city of your company. This is a required field.
State/Province	Select the state or province of your company from the drop-down menu. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you

Respond to Bids

with further details. This is a required field.

ZIP Enter the ZIP code of your company. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please enter '00000'. An agency representative may contact you for further details. This is a required field.

County Enter the county of your company. This is not a required field.

Company Phone Enter the telephone number of the company.

- 4) Select the **Continue** button after you complete the mini-registration. BuySpeed will submit your registration to the agency. Choose **Cancel** to view bid detail without submitting any company information to the agency, and to decline receiving automatic updates and bid amendments.
- 5) View the bid details. When you click on the bid number link to open and view the bid document, you can use the item fields to calculate the quantity, and unit price. As you update the item fields, the item **Total Cost**, **Item Total**, and **Bid Solicitation** fields reflect the calculations.

Bid Solicitation: BID-1043

Header Information

Bid Number: BID-1043	Description: Test Bid	Bid Opening Date: 11/21/2005 10:20:00 AM
Purchaser: ADMINISTRATOR SYSTEM	Department: D1DP1 - Division 1 Dept 1	Location: D1L01 - Div 1 Dept 1 Loc 1
Fiscal Year: 06	Show On Web: Yes	Allow Electronic Quote: Yes
Required Date: 10/02/2006	Available Date: 11/08/2005 10:20:00 AM	

Info Contact:
Bulletin Desc:

Ship to Address: Craig Jones Company Name 200 Main Street Austin, TX 55555-2000 US Email: mzh4@gpperspective.com Phone: (800)555-2000 Ext. 200 FAX: (800)444-2000	Bill to Address: Jenny Saxon 300 Main Street Austin, TX 55555-3000 US Email: rsk4@gpperspective.com Phone: (800)555-3000 Ext. 300 FAX: (800)444-3000
---	---

Item Information

Item # 1: (615-03-15032.0) test

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:		Brand		Model		
Make:		Packaging				

Item # 2: (615-15-07440.1) Appt book

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				
Manufacturer:		Brand		Model		
Make:		Packaging				

Print Page Create Quote Bid Q & A Exit

Figure 4- 12. Bid Solicitation

Choose **Print Page** to print the Bid; choose **Cancel** to return to the selection list.

View Bid Attachments

When a bid solicitation includes one or more attachments that supplement the bid detail, a **Bid Attachment** section will be displayed above the **Bid Detail** section of the bid:

Figure 4- 13. Bid With Attachments

View Bid Amendment

When an agency issues an amendment to a bid, the amendment will be posted in a special section of the bid solicitation window:

Respond to Bids

Bid Solicitation						
Bid Solicitation ID	B0000931	Opening Date	8/23/2004 8:55:00 AM			
Buyer	Mei Zhu Phone: (354)453-5343 mzhu@goperiscope.com	Description	Test-open market req			
Bid Amendments						
Amendment #	Date	Note				
1	2004-08-12 15:37:15.0	Item 1 1 . Quantity changed from "1000.0" to "1500.0".				
Bid Detail						
Item #	Print Seq	Description	Quantity	UDM	Unit Price	Total Cost
<u>1</u>	1.0	office supplies	1500.0	EA	\$0.10	\$150.00
Bid Solicitation Total						\$150.00
<input type="button" value="Print Page"/> <input type="button" value="Exit"/>						
Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved.						

Figure 4- 14. Bid with Amendments

Review Quotes

Quotes Overview

Quotes are generated from bids; they record your response to a bid or other request for pricing in the BuySpeed system. Each seller's response to a bid is an individual quote.

View Quote

Registered sellers can view quotes they have entered:

From the **Quotes** menu, select from **Informal Quotes**, **Formal Quotes-Working**, **Formal Quotes-Submitted**, and **Formal Quotes-Unsubmitted**.

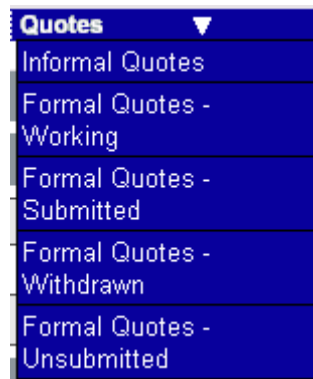


Figure 5- 1. Quotes Menu

Quote Type	Description	Modifiable?
Informal Quote	Quote has been submitted “on-the-fly” directly from an agency Requisition.	Yes
Formal Quotes-Working	Quote is in progress, but has not yet been submitted to agency in response to a bid solicitation (RFQ).	Yes
Formal Quotes-Submitted	Quote has been completed and submitted to agency.	No. Changes can be submitted as an Alternate Bid.
Formal Quotes-Unsubmitted		

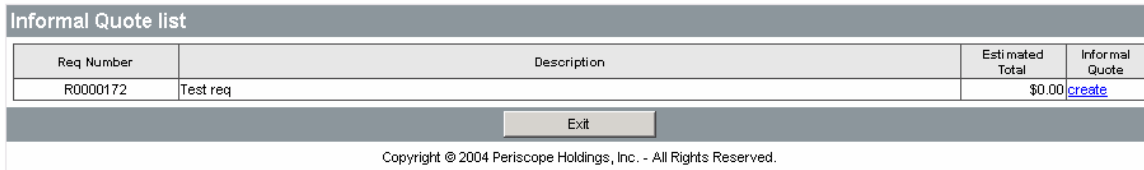
Submit Informal Quotes

An agency may allow you to respond to certain requisitions by using an informal quote.

To view new informal quote opportunities, select the Informal Quotes option from the **Quotes** dropdown menu.

The **Informal Quote** column indicates the status of the informal quote opportunities:

- **“Create”** indicates an informal quote opportunity that you have not responded to. Choose this link to create a new quote.
- **“View”** indicates that an informal response has already been submitted. Choose this link to view or modify an existing informal quote (see a related section in this help system titled “View Informal Quotes”).



Req Number	Description	Estimated Total	Informal Quote
R0000172	Test req	\$0.00	create

Exit

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Figure 5-2. Informal Quote Selection Window

Use the line-item portion of the informal quote form to enter the Unit Price and Freight charges you wish to quote.

When the informal quote form is complete and accurate, select the **Save** command to submit your response to the agency requesting your quote.

Select **Cancel** to return the to the Informal Quote List window.

Informal Quote - Requisition R0000172						
Requisition Number	R0000172	Description	Test req			
Buyer	timothy garza Phone: (512)328-1007 Fax: tgarza@goperiscope.com					
Ship To	Dennis Schiavon 3204 Amnicola Hwy. Chattanooga, TN 37406	Bill To	Arthur Clark 427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402			
Item #	Description	Quantity	UDM	Unit Cost	Freight	Total Cost
1	Fire coats	30.0	EA	0.00	0.00	\$0.00
Informal Quote Total						\$0.00
<input type="button" value="Save & Exit"/> <input type="button" value="Save & Continue"/> <input type="button" value="Cancel & Exit"/>						
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Figure 5- 3. Informal Quote Entry Form

View Informal Quotes

To view informal quotes that you’ve submitted in response to a bid opportunity, select the **Informal Quotes** item from the Quotes dropdown menu.

Informal Quote list			
Req Number	Description	Estimated Total	Informal Quote
R0000172	Test req	\$0.00	create
<input type="button" value="Exit"/>			
Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved.			

Figure 5- 4. Informal Quote List

BuySpeed Online will open a list displaying bidding opportunities (marked with a “create” in the **Informal Quote** column) as well as informal quotes you’ve already submitted (marked with a “View”).

The **Req Number** column lists the agency requisition number(s) that originated the bid to which you responded, it is used by the agency to identify your quote.

To review an informal quote, select the corresponding **View** link in the Informal Quote column. BuySpeed Online opens the quote you submitted.

Review Quotes

Informal Quote - Requisition R0000172						
Requisition Number	R0000172	Description	Test req			
Buyer	timothy garza Phone: (512)328-1007 Fax: tgarza@goperiscope.com					
Ship To	Dennis Schiavon 3204 Amnicola Hwy. Chattanooga, TN 37406	Bill To	Arthur Clark 427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402			
Item #	Description	Quantity	UDM	Unit Cost	Freight	Total Cost
1	Fire coats	30.0	EA	0.00	0.00	\$0.00
Informal Quote Total						\$0.00
<input type="button" value="Save & Exit"/> <input type="button" value="Save & Continue"/> <input type="button" value="Cancel & Exit"/>						
Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved.						

Figure 4- 15. **View Informal Quote**

Modify Informal Quote

You can make changes to the data in the Quantity, Unit of Measure, Unit Price, and Freight fields and select **Save** to re-submit the modified quote.

Select **Cancel** to return to the informal Quote list page.

Note: after you save your modifications, canceling this screen will not cancel the modifications.

Open Formal Quotes –Working

Select the **Formal Quotes - Working** item from the Quotes menu to view a list of formal quotes that have not been submitted and are not past the bid opening date.

Quotes - Working			
Quote #	Bid #	Bid Opening Date	Date Last Modified
Q0000390	B0000932	10/29/2004 09:09:00	09/03/2004 10:14:53
<input type="button" value="Print Page"/> <input type="button" value="Exit"/>			
Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved.			

Figure 4- 16. **Formal Quote (Working)**

Modify Working Quote

To open a quote for review or to modify, select the corresponding number in the **Quote #** column. Notice that when the quote opens, it is enabled for editing.

Select a number in the **Bid #** to view the corresponding bid document.

The **Bid Opening Date** column displays the date quotes for this bid will officially be reviewed.

The **Date Last Modified** column indicates when the most recent changes were made to the current quote.

Select **Print Page** to generate a printed version of the document.

Select **Cancel** to return to the Seller Control Center.

View Submitted Quotes

To open a submitted quote for review:

- 1) Select the "Formal Quote-Submitted" option from the **Quotes** menu.
- 2) A selection list opens displaying formal quotes that have been submitted.

The **Bid Opening Date** column displays the date quotes for this bid will officially be reviewed.

The **Date Last Modified** column indicates when the most recent changes were made to the current quote.

Click the number in the **Quote #** column that corresponds to the quote you wish to review.

Select a number in the **Bid #** column to view the corresponding bid document.

- 3) After the quote is opened, select **Print Page** to generate a printed version of the document.
- 4) Select **Cancel** to return to the Seller Control Center.

Modify Submitted Quote

Notice that when the quote opens, it is not enabled for editing. To modify the quote you submitted, you must re-submit the quote information using an alternate bid. Please see the section titled "Submit Alternate Quote."

Create Alternate Quote (Re-Submit a Modified Quote)

Creating an alternate quote is an easy way for you to submit new quote data to an agency, even after submitting an earlier quote. To submit an alternate quote:

- 1) Open the corresponding bid from the Control Center, or by using the Bids menu or the Look Up tool.

Review Quotes

- 2) On the bid that opens, you can see the quotes you have already submitted in response to this bid in the panel labeled "Your Existing Quotes for Bid X." Do not select any of those quote numbers. Instead, move to the lower half of the window containing an empty quote form.
- 3) Click in the **Alternate Bid** checkbox so that it is checked.
- 4) Complete the fields with your new quote information. Enabled fields include **Quantity**, **Unit Price**, **Freight** and **Brand** fields. As you tab from field to field, notice that the Quote Response total automatically updates with each modification to Quantity, Unit Price, and Freight.
- 5) Select **Save** to create a record of the alternate quote.
- 6) Select **Submit Response** to submit your alternate quote record to the agency.
- 7) Select **Print Page** to print the Alternate Bid for your records.
- 8) Select **Cancel** to return to the previous screen.

Purchase Orders and Contracts

Purchase Order and Contracts Overview

Registered sellers can view any purchase orders awarded to them, as well as view items on contract with the agency.

View Purchase Orders

When you log into the BuySpeed Online application, you will automatically see a list of open purchase orders awarded to you. At any time, you can access all of the purchase orders awarded to you via the Purchase Order dropdown menu in the navigation bar:

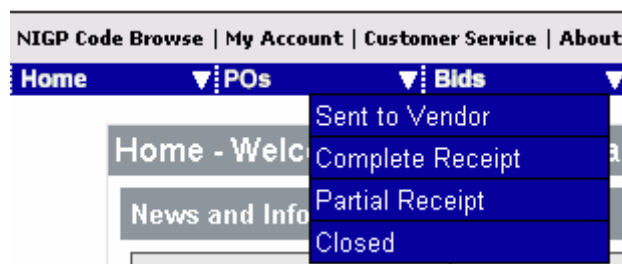


Figure 6- 1. Purchase Order Menu

In order to view the purchase order, simply click on the purchase order number to open the order details. If you haven't yet acknowledged receipt of the purchase order, you will be asked to:

The image shows a screenshot of a "Download Acknowledgement" screen. It features two checkboxes, both of which are checked: "I am acknowledging receipt of this purchase order." and "Notify requestor of receipt of this purchase order." Below the checkboxes are two buttons: "Proceed" and "Cancel". At the bottom of the screen, there is a copyright notice: "Copyright © 2004 Periscope Holdings, Inc. - All Rights Reserved."

Figure 6- 2. Purchase Order Acknowledge Screen

Purchase Orders and Contracts

You must acknowledge receipt of the purchase order before you can view the details. To acknowledge the purchase order:

- 1) Check the box marked "I'm acknowledging receipt of this purchase order". If you are not acknowledging receipt, leave the box unchecked.
- 2) Check the box marked "Notify requestor of receipt of the order" if you want an email to be sent to the document requestor. If you do not want to send the notification leave the box unchecked.
- 3) Click **Proceed** to view the purchase order.

This purchase order detail page shows the customer’s billing and shipping information, as well as a list of the products they ordered from you.

Select the

BuySpeed Online 5.1
319 Congress
Austin, TX 78701
512-472-9062
<http://www.goperiscope.com>

Purchase Order					
Vendor	Number: 005580 Your Company Name 100 anywhere st austin, TX 78750	Purchase Order Number	P0019871		
Delivery Date	N/A	P.O. Date	09/03/2004		
FOB		Terms			
Buyer	ADMINISTRATOR SYSTEM	Department	FH - Fire Hall		
Contact	N/A	Location	N/A		
Fiscal Year	05	Description	testing for screenshots		
Ship To	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402	Bill To	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402		
Purchase Order Detail					
Item #	Description	Quantity	UOM	Unit Price	Total Cost
1	SOIL SPUR W/4 SPURS	50.0	EA	\$0.00	\$0.00
Purchase Order Total					\$0.00
Print		Cancel			

Figure 6- 3. *Purchase Order Detail Screen*

View Purchase Order Shipping History

Select the **Add/View Shipping** button to open the shipping history for the current purchase order.

View Contracts/Blankets

As a registered seller, you can view applicable contracts and blanket purchase orders that you may have with an agency. Access your contract listing by clicking on **Contracts** in the navigation header. A list of your active contracts will appear:

Purchase Orders and Contracts

Browse Contracts/Blanket POs				
Catalog ID	Blanket/PO#	Description	Effective Date	Expiration Date
TimContract	P0019871	testing for screenshots	09/02/2004	09/10/2004

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Figure 6- 4. Contract/Blanket Listing

Click on the blanket/PO# to view the contract/blanket details:

Contracts/Blanket POs			
Blanket/Contract #	P0019871	Catalog ID	TimContract
Effective Date	9/2/04	Expiration Date	9/10/04
Buyer	ADMINISTRATOR SYSTEM	Department	FH
Info Contact		Location	
Fiscal Year	05	Description	testing for screenshots
Ship To	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402	Bill To	427 City Hall Annex 100 E. 11th St. Chattanooga, TN 37402

Details			
Class-Item	Item Description	Unit Cost	UOM
020-13	SOIL SPUR W/4 SPURS	\$0.00	EA

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Figure 6- 5. Contract/Blanket Details

Seller Administration

Maintenance Home Page

Seller Administrators can maintain organization information and can maintain and add users to the seller account. The Seller Administrator maintenance home page looks as follows:

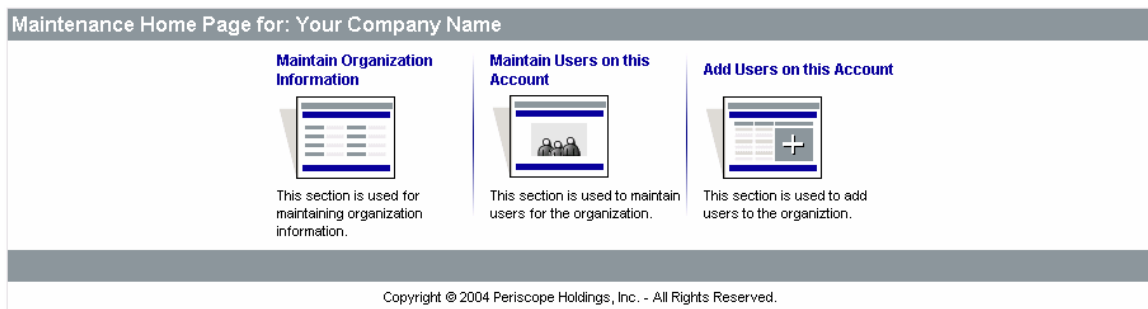


Figure 7- 1. Seller Administrator Homepage

Maintain Organization Information

This option allows you to maintain all of the organization’s information, as registered with the agency including addresses, links, terms, categories, and commodities.

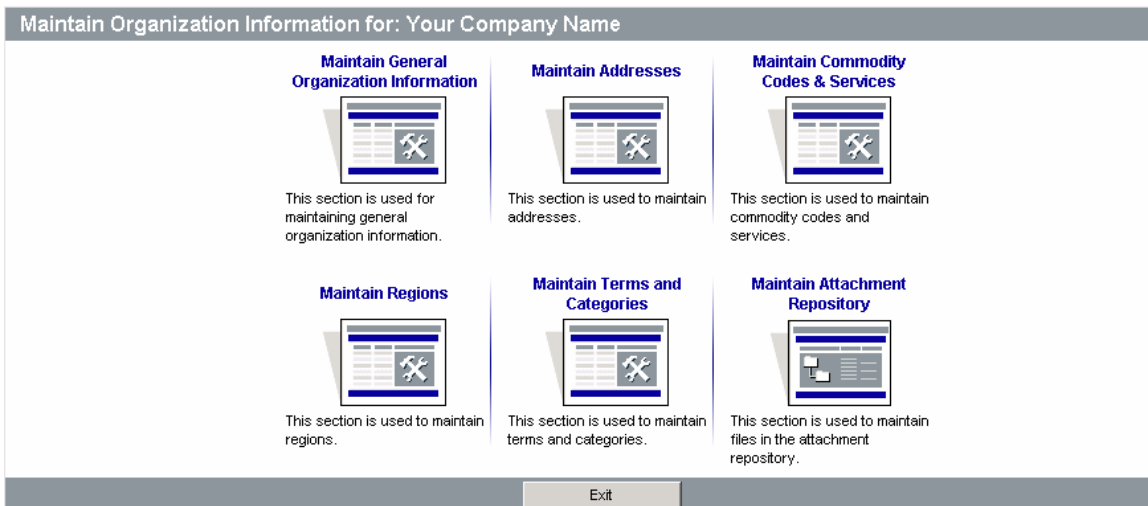


Figure 7- 2. Maintain Organization Homepage

Maintain General Organization Information

This option allows you to maintain the organization’s default information including name and business description.

Figure 7- 3. Maintain Organization Information Entry Window

Vendor ID

This field displays your vendor id.

Company Name*

Enter or modify the company name. This is a required field.

Tax ID#*

Enter or modify the vendor Tax ID #. This is a required field.

Incorporation Details

Use the dropdown menu to select a state and enter the year of incorporation for the current vendor.

Business Description

Enter or modify a short business description.

Length of Time in Business	Enter or modify the number of Years, Months, or Weeks the vendor has been established as a business.
Prepared Delivery Method	Use the dropdown menu to select or change the preferred delivery method for bids sent to this vendor.
Comments	Use this field to enter additional information to this vendor record.
Emergency Supplier	Select the Yes button to designate the vendor as an emergency supplier who can deliver with short lead times, outside of standard work hours, and in cases of disaster.
Emergency Phone*	The phone number used to reach the vendor in emergencies. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Contact Name*	The contact name associated with this emergency supplier. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Email*	The email address associated with this emergency supplier. <i>This is a required field only if the vendor is marked as an Emergency Supplier.</i>
Emergency Info Comment	Enter additional information about the Emergency Supplier.

Select **Save** to submit the new or modified record.

Select **Cancel** to return to the previous page.

Maintain Addresses

This option allows you to maintain, add, or remove the organization’s various addresses that are registered with the agency. It is a good idea to periodically check your address information to make sure that the agency has the most current information for your company on file. This ensures they will always be able to get in touch with you for bid or purchase opportunities.

Maintain Addresses for: Your Company Name				
Name	Address Type	Address Information	Status	Default for Type
Edit	General Mailing Address	Tim Garza 100 anywhere st austin, TX 78750 Email: tgarza@goperiscope.com Phone: (512)000-0000	Active	Yes

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Figure 7- 4. Maintain Address Window

To edit an existing address click on the **Edit** button which is located to the right of the address type heading for the address you wish to modify. Once you have made any necessary changes, click **Save** to submit the record. Click **Delete** to remove completely the address from your registration record. When an address needs to be added, click the **Add Another Address** button on the Maintain Addresses window. Complete the new address information and click **Save**. An asterisk identifies required fields. Fields without an asterisk are optional entry fields. Use the Tab key to advance to the next field, or click in the field with the left mouse button.

Seller Administration

The screenshot shows a web form titled "Address Book - Your Company Name" with a sub-header "Enter a New Address". The form contains the following fields and controls:

- Address Type:** A dropdown menu with "Bid Mailing Address" selected.
- Name this Address*:** A text input field.
- Contact Name*:** A text input field.
- Address Line 1*:** A text input field.
- Address Line 2:** A text input field.
- Address Line 3:** A text input field.
- Address Line 4:** A text input field.
- City*:** A text input field.
- State*:** A dropdown menu.
- ZIP*:** A text input field.
- Country:** A text input field.
- Country:** A text input field.
- Phone*:** Three text input fields for area code, number, and extension.
- Ext:** A text input field.
- FAX:** Three text input fields for area code, number, and extension.
- Email*:** A text input field.
- Status:** A dropdown menu with "Active" selected.
- Default address for this address type**

At the bottom of the form are three buttons: "Save & Exit", "Reset", and "Cancel & Exit".

Figure 7- 5. Add Organization Address

Address Type Select the type of address (emergency contact, bid mailing, PO mailing, remittance). This is a required field.

Address Name Enter a descriptive name for the address (i.e. Corporate, Bids, POs, etc). This is a required field.

Contact Name Enter the primary contact person for this address. This is a required field.

Line 1 Enter the first line of the street address. This is a required field. Lines 2, Line 3 and Line 4 are not required fields.

City Enter the city for the address. This is a required field.

State/Province Enter the state or province for the address. If you are not a US or Canadian user please select 'NONE'. An agency representative may contact you for further details. This is a required field.

ZIP The ZIP code. US customers please use either ##### or #####-#### format. Canadian customers please use a#a-#a# format. If you are not a US or Canadian user please '00000'. An agency representative may contact you for further details. This is a required field.

County	The county. This is not required field.
--------	---

Country The country. This is not a required field.

Phone	The phone number associated with this address. This is a required field.
-------	--

Email The email address associated with this address. This is a required field.

Fax	The fax number associated with this address. This is not a required field.
-----	--

Maintain Regions

This option allows you to maintain, add, and remove service regions, which are maintained by the agency, from your seller record.



Figure 7- 6. Regions Selection Screen

Select available regions by filling the corresponding check box or clicking the **All Regions** check box to select all. Click **Save**. To remove regions, uncheck the selections and click **Save**.

Maintain Commodity Codes and Services

This option allows you to maintain, by adding and removing, class-item commodity codes to your record.

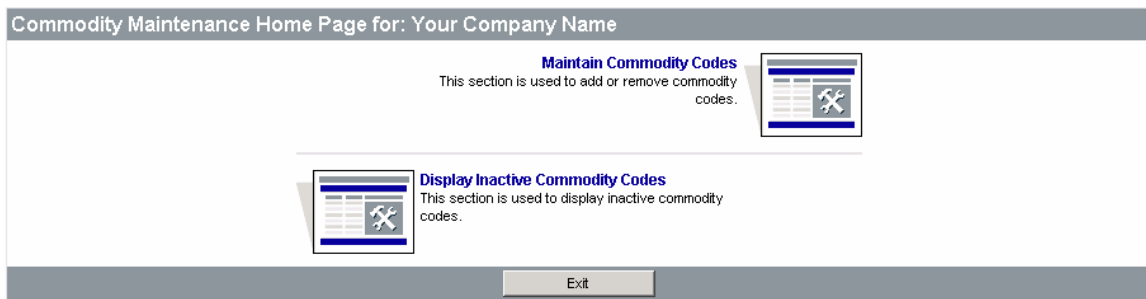


Figure 7- 7. Commodity Maintenance Homepage

View Existing / Add New Codes

Choose **Maintain Commodity Codes** to add new or modify existing codes:

Commodity and Service Codes			
Current Codes - Your Company Name			
Deactivate	Code	Description	Date Added
<input type="checkbox"/>	019-21	Berry Crops	09/02/2004
<input type="checkbox"/>	019-24	Buckwheat	09/02/2004
<input type="checkbox"/>	019-30	Corn	09/02/2004

Figure 7- 8. Maintain Existing Commodity Codes Screen

To **Remove** commodity codes from your company profile, place a check in the checkbox to the left of the codes, in the **Remove** column.

To add a new commodity code to your company profile, select the **Add Additional Codes** button from the Commodity Codes screen. Then use the NIGP Code Brower feature to locate commodity codes you wish to add:

Commodity and Service Codes - Your Company Name	
Search	
NIGP Class	<input type="text"/>
NIGP Class Item	<input type="text"/>
NIGP Keyword	<input type="text"/>
Search using	<input type="text" value="ALL of the criteria"/>
<input type="button" value="Search"/>	
NIGP Code Browse	
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

Figure 7- 9. NIGP Browse Window (Add New Commodity Code)

View Inactive Codes

Choose **Display Inactive Commodity Codes** to open a listing of inactive commodity codes:

Seller Administration

Commodity and Service Codes				
Inactive Codes for Your Company Name				
Activate	Code	Description	User Last Updated	Deactivated Date
<input type="checkbox"/>	019-21	Berry Crops	CAPTURE	09/03/2004

Save & Exit Save & Continue Exit

Figure 7- 10. Inactive Commodity and Services Screen

Maintain Terms and Categories

This option allows you to maintain, add, and remove payment and delivery terms, categories, and keywords. To maintain terms and categories either click the drop down for the field and select a new option, or click the check box or radio button to the left of the entry and click **Save**.

Terms, Categories, and Certifications - Your Company Name

Terms

Payment Terms

Shipping Method

Shipping Terms

Categories & Certifications

By deselecting a category type, all its certification information will be deleted.

Category: Minority-Owned Business

Category Types (**Please select exactly one category type****)**

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>	Minority-Owned Business	
<input checked="" type="checkbox"/>	Non Minority-Owned Business	

Category: Small-Business

Category Types

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>		
<input type="checkbox"/>	Small Business	

Figure 7- 11. Terms, Categories, and Links Window

To maintain or add keywords and links, type the appropriate information in the Keyword and Keyword Links/URL fields and click **Save**. To remove keywords and links simply clear the fields and click **Save**.

Maintain Users

In order to make changes to a user’s profile for an account, click on the **User Maintenance** command, located near the top of the BuySpeed Online menu bar. You will see a list of users for your organization and the roles they play within the application.

Seller Administration

User Maintenance for: Your Company Name				
Login ID	First Name	Last Name	Status	Role(s)
CAPTURE	Tim	Garza	Active	Seller Seller Administrator

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Figure 7- 12. Maintain Users Selection Screen

Edit User Information

Click on the user's last name to access the edit page that allows you to update the user information. You can use this page to reset passwords, change roles, or update departments or job titles.

User Maintenance: Tim Garza - Your Company Name	
Administrative User Information	
Salutation	<input type="text"/>
First Name*	<input type="text" value="Tim"/>
Last Name*	<input type="text" value="Garza"/>
Job Title*	<input type="text" value="TEST ACCOUNT"/>
Department	<input type="text"/>
Phone*	<input type="text" value="512"/> <input type="text" value="000"/> <input type="text" value="0000"/> - <input type="text"/>
Email*	<input type="text" value="tgarza@goperiscope.com"/>
Login ID*	<input type="text" value="CAPTURE"/>
Status*	<input type="text" value="Active"/>
New Password*	<input type="password" value="AAAAAAAA"/>
Confirm Password*	<input type="password" value="AAAAAAAA"/>
Login Question	<input type="text"/>
Login Answer	<input type="text"/>

Roles
<input checked="" type="checkbox"/> Seller
<input checked="" type="checkbox"/> Seller Administrator

Figure 7- 13. User Maintenance Entry Screen

You can assign roles to individual users to indicate the role they will play in the application. Users can have a role of either Seller or Seller Administrator. The Seller Administrator has all of the capabilities listed in this section, so you will want to limit this role to select users within the organization. When you are finished updating the user information, click on **Update** and you will return to the User Maintenance screen.

Add New Users

You can add new users to your seller account by clicking on the Add Users icon.

New Vendor User for Your Company Name

Administrative User Information

Salutation	<input type="text"/>				
First Name *	<input type="text"/>	Last Name *	<input type="text"/>		
Job Title *	<input type="text"/>	Department	<input type="text"/>		
Phone *	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	Email *
Login ID *	<input type="text"/>	Status *	<input type="text" value="Active"/>		
New Password *	<input type="text"/>	Confirm Password *	<input type="text"/>		
Login Question	<input type="text"/>	Login Answer	<input type="text"/>		

Roles

Seller

Seller Administrator

Figure 7- 14. Add User Screen

Enter information about the user as described in the previous three sections and click on **Save**.

About This Manual

This HelpFile was created by Periscope Holdings, Inc., a group of professionals providing products and services for government purchasing and workflow.

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