

# BuySpeed™ Online

## User's Guide

BuySpeed Online (BSO) Support – Contact [BSOHelpdesk@hrsd.com](mailto:BSOHelpdesk@hrsd.com) for assistance.

BSO 7.5.2 (Vendor Registration Guide) – May 2009

## Introduction

**Summary:** Hampton Roads Sanitation District (HRSD) is currently updating the procurement processes to a fully functional, web-based, electronic procurement system known as BuySpeed Online (BSO). With BSO, HRSD vendors can register by completing an online application; maintain that application according to commodities and services offered; view bid opportunities indexed by commodity and service then respond electronically online, and view purchase orders. The unique services offered by BSO accelerate routine business processes, expand buying opportunities and reduce overall costs. All of BSO's vendor functionality is free to all registered vendors.

**Benefits:** BSO offers numerous benefits to sellers including: Ease of accessibility – BSO is available from any workstation with access to the Internet. Paperless notification – BSO eliminates manual retrieval of purchase orders and bids. No time restraints – BSO is accessible 24 hours a day, 7 days a week.

**To register with BSO, you will need the following:**

A computer

Internet Browser Software (Best viewed with Internet Explorer 6 or later)

Internet Access

Your Vendor Login Information

## Getting Started

### Online Seller Registration

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

To register with HRSD, click on the **Register** button located on the BuySpeed Online (BSO) login page at:



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**.

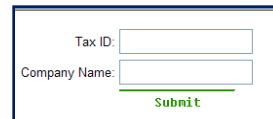
A screenshot of a registration pop-up box. It contains two text input fields: "Tax ID:" and "Company Name:". Below the fields is a green "Submit" button.

Figure 3- 1. Registration Box

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

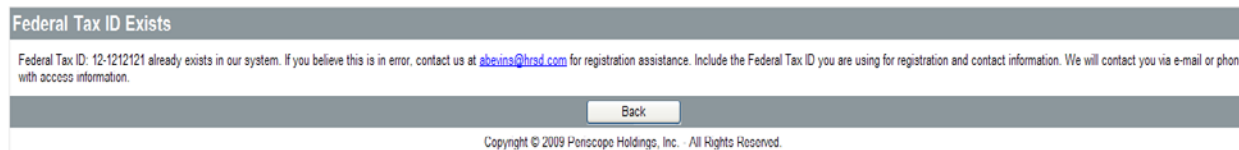


Figure 3- 2. Registration Error Page

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 HRSD, 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.

The screenshot shows a web form titled 'Register' with a sub-section 'Company Information'. The form contains the following fields and options:

- Company Name\*: Text input field containing 'Your Company'.
- Business Description: Text input field.
- Mailing Address Line 1\*: Text input field.
- Address Line 2: Text input field.
- Address Line 3: Text input field.
- Address Line 4: Text input field.
- Country\*: Dropdown menu with 'US - United States of America' selected.
- City\*: Text input field.
- State/Province\*: Dropdown menu.
- ZIP\*: Text input field.
- County: Text input field.
- Company Phone\*: Text input field with a mask (###-###-####).
- Company FAX: Text input field with a mask (###-###-####).
- Company Email\*: Text input field.
- Tax ID #: Text input field containing '12-1212123'.
- Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?  EIN  SSN
- State of Incorporation: Dropdown menu.
- Year of Incorporation: Text input field containing '0'.
- Preferred Delivery Method: Dropdown menu with 'Email' selected.
- Would you like to be registered as an emergency supplier in the case of an emergency?  Yes  No  
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.
- Emergency Phone\*: Text input field with a mask (###-###-####).
- Ext.: Text input field.
- Emergency Contact\*: Text input field.
- Emergency Email\*: Text input field.
- Emergency Info Comment: Text input field.

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.
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 tad 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.



### 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.

Address Book - Your Company

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 & Add Another Save & Continue Registration Reset Cancel & Continue Registration

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Figure 3- 5. Registration – Additional Address Screen

Save & Add Another address as necessary, or Save & Continue with registration.

### 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

Terms

Payment Terms: [v]

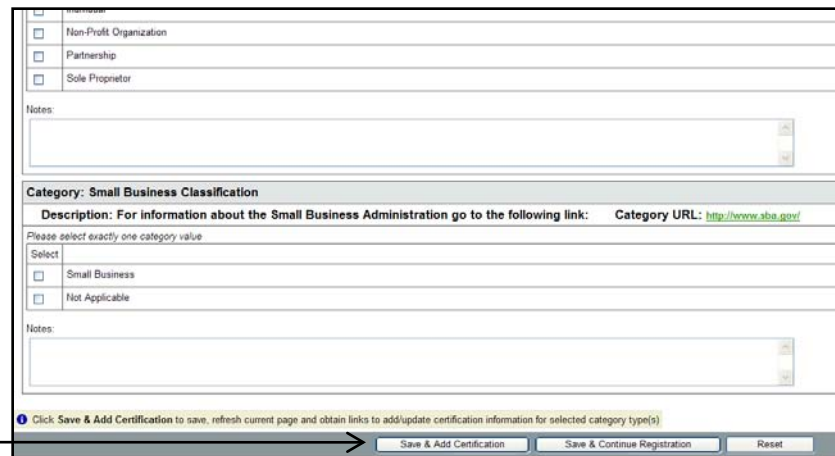
Freight Terms: [v]

Shipping Terms: [v]

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**. After entering your terms and categories, you will be prompted to identify the commodities and services that your company provides.



Non-Profit Organization

Partnership

Sole Proprietor

Notes:

Category: **Small Business Classification**

Description: For information about the Small Business Administration go to the following link: Category URL: <http://www.sba.gov/>

Please select exactly one category value

Select

Small Business

Not Applicable



Notes:

Click Save & Add Certification to save, refresh current page and obtain links to add/update certification information for selected category type(s)

Save & Add Certification Save & Continue Registration Reset

## Add Certification

**Add Vendor Certification - Your Company**

Vendor ID	12443
Category	SMBUSINESS
Category Type	Small Business
Certification Source	Small Business Administration Certification
Certification ID *	<input type="text"/>
Effective Date (MM/DD/YYYY) *	<input type="text"/> 
Expiration Date (MM/DD/YYYY)	<input type="text"/> 
Certification Status	Active <input type="button" value="v"/>
Certification Description	<input type="text"/>

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

### 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.

Commodity and Service Codes - Your Company	
<b>Search</b>	
NIGP Class	<input type="text"/>
NIGP Class Item	<input type="text"/>
NIGP Keyword	<input type="text"/>
Search using	ALL of the criteria
<input type="button" value="Search"/>	
<p>Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.</p>	
<b>NIGP Code Browse</b>	
<p>Select the category that best describes the product and service you offer. Click on the question mark for more information.</p>	
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

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.

Commodity and Service Codes - Your Company

Search

NIGP Class: 105 - BEARINGS (SEE CLASS 060 FOR WH...)

NIGP Class Item: [Dropdown]

NIGP Keyword: [Text Box]

Search using: ALL of the criteria

Search

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

NIGP Code Browse [Show Categories](#)

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

<input type="checkbox"/>	Code	Description
<input type="checkbox"/>	105-12	Ball Bearings and Parts
<input type="checkbox"/>	105-19	Bearing Assemblies (Including Hanger Bearings and Custom-Made Bearings)
<input type="checkbox"/>	105-30	Bearings and Parts (For Marine Equipment)
<input type="checkbox"/>	105-32	Bearings, Various Types (Not Otherwise Listed)
<input type="checkbox"/>	105-36	Journal Boxes
<input type="checkbox"/>	105-48	Pillow Blocks (For Bearings)
<input type="checkbox"/>	105-58	Recycled Bearings

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:

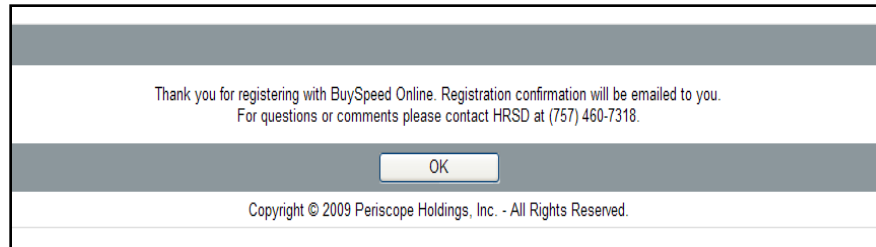
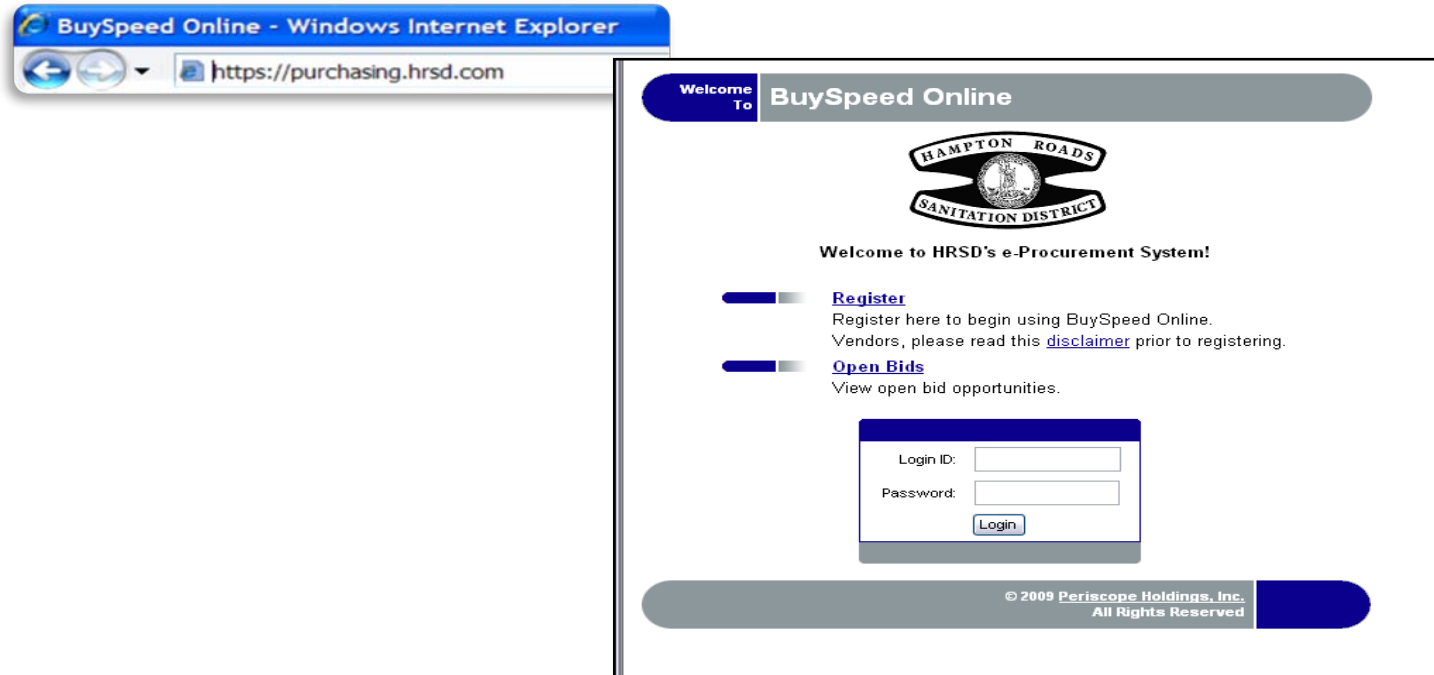


Figure 3- 9. Registration Confirmation Screen

You will also receive email confirmation once your account has been activated.

## 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.



The screenshot shows a browser window titled "BuySpeed Online - Windows Internet Explorer" with the address bar displaying "https://purchasing.hrsd.com". The main content area features a "Welcome To BuySpeed Online" header with the Hampton Roads Sanitation District logo. Below the logo, it says "Welcome to HRSD's e-Procurement System!". There are two links: "Register" (with a description: "Register here to begin using BuySpeed Online. Vendors, please read this disclaimer prior to registering.") and "Open Bids" (with a description: "View open bid opportunities."). A login form is centered, containing "Login ID:" and "Password:" text boxes, and a "Login" button. At the bottom, a footer reads "© 2009 Periscope Holdings, Inc. All Rights Reserved".

## 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.

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.

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