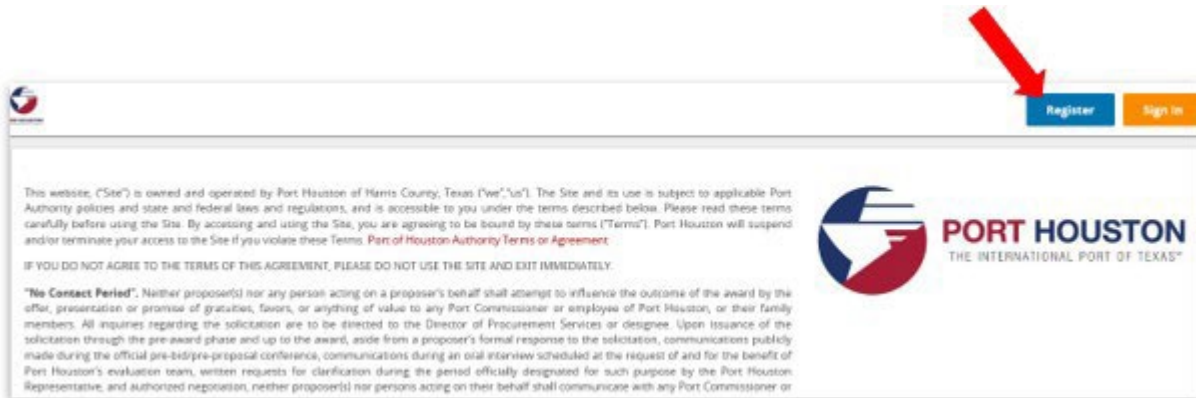


How to Register on BuySpeed

- Go to the following link: <https://buyspeed.porthouston.com/bsc/>
- Click on the “Register”



- It will prompt you to fill out the following:

A screenshot of the "Create a Vendor Account" form. The form has a white background with a red border. At the top, there is the Port Houston logo and the text "Create a Vendor Account". Below this, there are several input fields: "Tax ID#" (with a red arrow pointing to it), "Company Name" (with a red arrow pointing to it), "Email Address" (with a red arrow pointing to it), and "United States of America" (with a red arrow pointing to it). To the right of the "Tax ID#" field, there is a toggle switch labeled "EIN" (with a red arrow pointing to it). Below the input fields, there is a red "Register" button (with a red arrow pointing to it). To the right of the form, there is a text box that says "Please note that you can chose to input 'EIN' or 'SSN'. Change label accordingly." At the bottom of the form, there is a logo for "BidSync" and the text "Part of the BidSync line of platform products."

Then click “Register”.

- Fill out all fields pertaining to the company. Please be sure to fill out **all tabs from the top**. Starting with “Company Information” and ending with “Summary”. Clicking “Save & Continue Registration” before moving onto the next tab.

Register - Vendor Name Here - rmuniz@porthouston.com

Company Information Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name*: Vendor Name Here Vendor Legal Name*: Vendor Name Here

Business Description:

Mailing Address Line 1*: 12345 Vendor Address Here

Address Line 2:

Address Line 3:

Address Line 4:

- “Administrator” tab should consist information for the company’s point of contact. This person will have administrative rights to the vendor profile and will be the **only** email notified of any new bid postings. Once completed click on “Save & Continue Registration”.

Company Information **Administrator** Address Terms Categories & Certifications Commodity/Service Codes Summary

Administrative User Information

Salutation: Ms. ▾

First Name*: Roxanne Last Name*: Muniz

Job Title*: Owner Department:

Email*: rmuniz@porthouston.com Phone*: 123 456 7890

Login ID*: RMUNIZ1

New Password*: ***** Confirm Password*: *****

Login Question*: What is your favorite food? ▾ Login Answer*: tacos

Save & Continue Registration Reset Cancel

- “Address” tab will have the company’s general address (copied over from the “Company Information” tab). You can also add additional addresses, such as Remit-to, Corporate Headquarters, and/or Physical address. Once done, click on “Continue Registration”.

The screenshot shows the 'Address' tab selected in a navigation bar. A red arrow points to the 'Address' tab. Below the navigation bar, the text 'Maintain Addresses For: Vendor Name Here' is displayed. A table with three columns: 'Name', 'Address Type', and 'Address Information' is shown. The first row is labeled 'General' and contains the text 'General Mailing Address' and 'Roxanne Muniz, 12345 Vendor Address Here, City, TX 12345, US, Email: rmuniz@porthouston.com, Phone: (123)456-7890'. A red arrow points to the 'Continue Registration' button at the bottom right.

Name	Address Type	Address Information
General	General Mailing Address	Roxanne Muniz 12345 Vendor Address Here City, TX 12345 US Email: rmuniz@porthouston.com Phone: (123)456-7890

Buttons: Add Another Address, Continue Registration

- “Terms”- fill out all fields pertaining to your terms of the service you will provide. Once done, click “Save & Continue Registration”.

The screenshot shows the 'Terms' tab selected in a navigation bar. A red arrow points to the 'Terms' tab. Below the navigation bar, there are four dropdown menus: 'Payment Terms' (Net 45), 'Freight Terms' (Freight Prepaid), 'Shipping Method' (Best Way), and 'Shipping Terms' (F.O.B., Destination). Each dropdown menu has a red arrow pointing to it. At the bottom right, there are two buttons: 'Save & Continue Registration' and 'Continue Registration'. A red arrow points to the 'Save & Continue Registration' button. The footer text reads 'Copyright © 2019 Periscope Holdings, Inc. - All Rights Reserved.'

Payment Terms: Net 45 ✓

Freight Terms: Freight Prepaid ✓

Shipping Method: Best Way ✓

Shipping Terms: F.O.B., Destination ✓

Buttons: Save & Continue Registration, Continue Registration

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- “Categories & Certifications” - consist of the company’s Categories and Certifications. Please fill out all fields, especially those with an asterisk (*) such as, Ethnic Origin, Ownership Code, Small Business Program Participant-will need additional verification by PHA Small Business Department (can be reached at 713-670-2418), Contract Type, Local Business, Co-operative Member, W9 Date and Registration Disclaimer. Once done, “Save & Continue Registration”.

The screenshot shows a web application interface with a navigation bar at the top containing the following tabs: Company Information, Administrator, Address, Terms, **Categories & Certifications**, Commodity/Service Codes, and Summary. A red arrow points to the 'Categories & Certifications' tab.

The main content area is divided into two sections:

Category: Ethnic Origin (indicated by a red arrow)

Please select exactly one category value

Select

- ☐ Asian / Indian Subcontinent
- ☐ Asian Pacific Islander
- ☐ African American
- ☐ Caucasian
- ☐ Hispanic
- ☐ American Indian / Native American
- ☐ Other (Please Specify Below)

Notes:

Category: Ownership Code* (indicated by a red arrow)

Description: Please populate this requirement based on your Organization's W-9 (line 3)

Please select exactly one category value

Select

- ☐ Corporation
- ☐ LLC
- ☐ Other
- ☐ Partnership
- ☐ Sole Proprietorship

Notes:

- “Commodity/Service Codes”- Please select all Codes that correspond to the company’s industry. This will be used when sending out notifications of any new solicitation postings. Please refer to the NIGP CODE BROWSE GUIDE, if needed. Vendor can add MULTIPLE NIGP codes to their profile using “NIGP Class” and/or “NIGP keyword” search tool.

The screenshot shows a web application interface for selecting NIGP codes. At the top, a navigation bar includes links for 'Company Information', 'Administrator', 'Address', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes' (which is highlighted and pointed to by a red arrow), and 'Summary'. Below the navigation bar is a 'Search' section with the following fields:

- NIGP Class**: A dropdown menu with a red arrow pointing to it.
- NIGP Class Item**: A dropdown menu.
- NIGP Keyword**: A text input field with a red arrow pointing to it.
- Search using**: A dropdown menu currently set to 'ALL of the criteria'.
- Search**: A button with a red arrow pointing to it.

Below the search fields, there is a purple informational banner that reads: "Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below." This is followed by the 'NIGP Code Browse' section, which has another purple banner: "Select the category that best describes the product and service you offer. Click on the question mark for more information." Below this is a table of categories:

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

- Once done adding all NIPG codes, click on “Save and Continue Registration”.

The screenshot shows the 'Commodity/Service Codes' tab in a registration system. At the top, a navigation bar includes 'Company Information', 'Administrator', 'Address', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes' (highlighted with a red arrow), and 'Summary'. Below the navigation bar is a search section with fields for 'NIPG Class' (010 - ACOUSTICAL TILE, INSULATING MA...), 'NIPG Class Item' (00 - ACOUSTICAL TILE, INSULATING MA...), 'NIPG Keyword', and 'Search using' (ALL of the criteria). A 'Search' button is located below these fields. A purple informational banner states: 'Use the NIPG Commodity Code Search Engine if you are familiar with the NIPG code. If not use the NIPG Code Browse below.' Below this is the 'NIPG Code Browse' section with a 'Show Categories' button. A second purple banner says: 'Select the category that best describes the product and service you offer. Click on the question mark for more information.' A table with two columns, 'Code' and 'Description', contains one entry: '010-00' and 'ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES'. At the bottom right, there are three buttons: 'Cancel', 'Save and Add More', and 'Save and Continue Registration' (highlighted with a red arrow).

- Last tab, “Summary”- this will include all tabs’ information. Review and scroll to the bottom, click on “Complete Registration” to be successfully register on BuySpeed. Once completed, you will receive several emails to confirm your registry. Please keep them for your own personal records.

The screenshot shows the 'Summary' tab of the registration process. It contains three sections: 'Category: Co-operative Member*', 'Category: W9 Date', and 'Category: Registration Disclaimer*'. The 'Category: Co-operative Member*' section has a description: 'Are you a member of a Co-operative? (Mandatory field)' and a 'Non-Member' checkbox. The 'Category: W9 Date' section has a label 'Enter W9 Date Below (MM/DD/YYYY)' and an empty input field. The 'Category: Registration Disclaimer*' section contains a detailed disclaimer about the right to update or change the registration format without notice, and a statement that the information provided is true and accurate. Below the disclaimer is an 'Agree' checkbox. At the bottom center, there is a 'Complete Registration' button highlighted with a red arrow.

For any questions, please contact the Procurement office at 713- 630-2464 for further assistance.