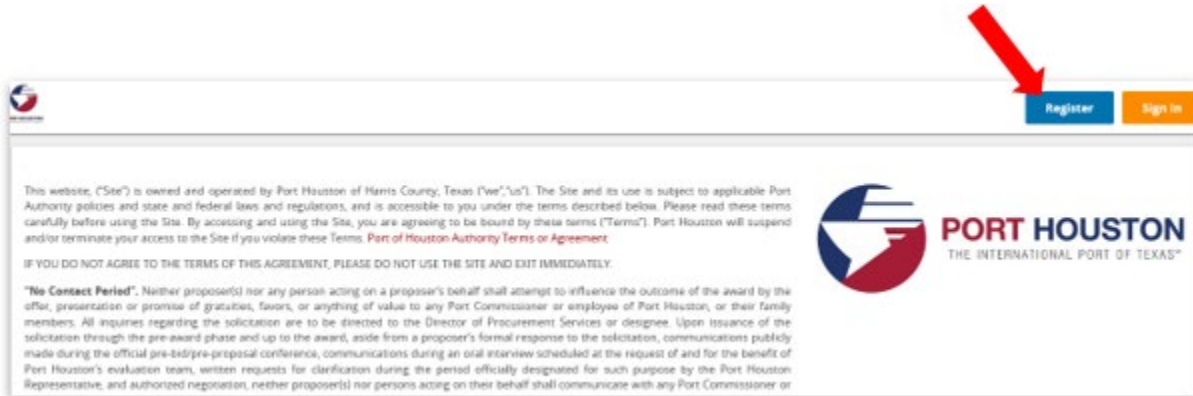


## How to Register on BuySpeed

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



- It will prompt you to fill out the following:

A screenshot of the "Create a Vendor Account" registration form. The form includes the following fields: "Tax ID#" with a red arrow pointing to the input field and a red arrow pointing to the "EIN" radio button; "Company Name" with a red arrow pointing to the input field; "Email Address" with a red arrow pointing to the input field; "United States of America" with a red arrow pointing to the dropdown menu; and a "Register" button with a red arrow pointing to it. The form also features the Port Houston logo at the top and the BidSync logo at the bottom.

Please note that you can chose to input “EIN” or “SSN”. Change label accordingly.

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”.

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

Maintain Addresses For: Vendor Name Here

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

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”.

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

Payment Terms: Net 45

Freight Terms: Freight Prepaid

Shipping Method: Best Way

Shipping Terms: F.O.B., Destination

Save & Continue Registration Continue Registration

Copyright © 2019 Periscope Holdings, Inc. - All Rights Reserved.

- “Categories & Certifications” - consist of the company’s Categories and Certifications. Please fill out all fields, especially those with an asterisk (\*) such as, Ethic 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”.

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

**Category: Ethnic Origin**

*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\***

**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 interface for selecting NIGP Commodity/Service Codes. The top navigation bar includes links for Company Information, Administrator, Address, Terms, Categories & Certifications, **Commodity/Service Codes**, and Summary. A red arrow points to the 'Commodity/Service Codes' link.

The main section is titled 'Search' and contains the following fields:

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

Below the search fields, there is a purple information box: **i** Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

The 'NIGP Code Browse' section includes another purple information box: **i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services

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

The screenshot shows a web application interface with a top navigation bar containing tabs: Company Information, Administrator, Address, Terms, Categories & Certifications, **Commodity/Service Codes**, 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 blue information icon and text state: "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 blue information icon and text state: "Select the category that best describes the product and service you offer. Click on the question mark for more information." A table with columns "Code" and "Description" is shown, containing one row: Code: 010-00, Description: ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES. At the bottom right, there are three buttons: Cancel, Save and Add More, and **Save and Continue Registration**. A red arrow points to the "Save and Continue Registration" button.

- 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 a registration summary page with three sections: "Category: Co-operative Member\*", "Category: WI-Date", and "Category: Registration Disclaimer\*". The "Category: Co-operative Member\*" section has a question: "Description: Are you a member of a Co-operative? (Mandatory field)" and a "Non-Member" checkbox. The "Category: WI-Date" section has a field: "Enter WI Date Below (MM/DD/YYYY)". The "Category: Registration Disclaimer\*" section contains a disclaimer: "Description: The PART Authority reserves the right to update or change the registration format without notice. By submitting this registration, you certify that the information you provide is true and accurate. This copy of the NIPG Crosswalk is the property of Penske Holdings, Inc. and is protected under the copyright laws of the United States. Unauthorized duplication or copying is prohibited. Date: 11/13/2016." Below the disclaimer is an "Agree" checkbox and a "Complete Registration" button. A red arrow points to the "Complete Registration" button.

For any questions, please contact Roxanne Muniz at 713-630-2845 or the Procurement office at 713-630-2464 for further assistance.