

City of Portland BuySpeed Vendor Registration Guide

1. Go to the BuySpeed website: <https://procure.portlandoregon.gov/bs/>
2. Click on the "Supplier Registration" button in the upper right-hand corner.

The image shows a screenshot of the City of Portland BuySpeed website. The main heading reads "Do Business with the City of Portland". Below this, there is a "MORE INFORMATION" button and two icons for "Supplier Activities" and "Public Bulletins". In the top right corner, a "Supplier Registration" button is highlighted with a red box. An inset window shows the "Company Registration" form with the following fields: Tax ID (with a toggle for EIN), Company Name (filled with "My Fake LLC"), Email Address (filled with "traming@myfakeLLC.com"), and a dropdown menu for "United States of America". The "Register" button at the bottom of the form is also highlighted with a red box. Red arrows point from the text instructions to these specific elements.

3. The "Create Your Supplier Account" box will appear. Fill in your tax ID #, company name, email address, and select the country of incorporation from the drop-down box. Click the "Register" button to continue.



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4. Once the “Company Information” tab loads, fill out the information fields. When all information has been added, click the “Save & Continue Registration” button at the bottom of the page.



The screenshot shows the 'Company Information' tab of a vendor registration form. A red box highlights the 'Company Information' tab label at the top left. A red arrow points from the text on the left to this tab. The form contains the following fields:

- Company Name*: Michelle's 2nd Biz
- Business Description: (empty)
- Mailing Address Line 1*: (empty)
- Address Line 2: (empty)
- Address Line 3: (empty)
- Address Line 4: (empty)
- Country*: US - United States of America (dropdown)
- City*: (empty)
- State/Province*: (empty)
- ZIP*: (empty)
- County: (empty)
- Company Phone*: (empty)
- Company FAX: (empty)
- Company Email*: michelle.s.fitzsimmons@gmail.com
- Tax ID #: (empty) with a 'Show' button

Below these fields, there is a section for tax identification:

- Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
- EIN SSN
- State of Incorporation: (empty)
- Year of Incorporation: 0
- Preferred Delivery Method: Email (dropdown)

Next is a question about emergency supplier status:

- 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

At the bottom, there are fields for emergency contact information:

- Emergency Phone: (empty)
- Ext.: (empty)
- Emergency Contact: (empty)
- Emergency Email: (empty)
- Emergency Info Comment: (empty)

At the bottom right, a red box highlights the 'Save & Continue Registration' button, with a red arrow pointing to it from the text on the left. Other buttons include 'Reset' and 'Cancel'.

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

Administrative User Information

Salutation:

First Name*:

Job Title*:

Email*:

Login ID*:

New Password*:

Login Question*:

Last Name*:

Department:

Phone*:

Confirm Password*:

Login Answer*:

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5. When the “Administrator” tab opens, fill in the information fields. Click on the “Save & Continue Registration” button to continue.




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

Maintain Addresses For: My Fake LLC

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Michelle Fitzsimmons 1120 SW 5th Ave. Portland, OR 97205 US Email: training@fakeLLC.org Phone: (503)823-4000	Active	Yes

 **Add Another Address** **Continue Registration**

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6. The "Address" tab will open. To receive bid notifications (this is optional), click on the "Add Another Address" button and fill in the requested fields. Ensure that the Address Type "Bid Mailing Address" is selected from the drop down-box. Click "Continue Registration" to go to the next tab.

7. The "Terms" tab will open next. *There will not be any fields to complete* - simply click "Save & Continue Registration" to continue.



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

Category: Question 1* - Oregon MWESB Certification Number

Description: Please indicate if you are an Oregon certified Disadvantaged, Minority-owned, Woman-owned, or Emerging Small Business, and provide us with your Oregon MWESB Certification Number. For more information, please visit the Oregon Office of Minority, Women, and Emerging Small Business at the following website. **Category URL:** <http://www.oregon4biz.com/How-We-Can-Help/OMWESB/>

Please select exactly one category value

Select

No, I am not OR Certified

Yes, I am OR Certified. Please enter your Certification Number (numerals only) in the Notes field below.

Notes:

Category: Question 2 - Oregon MWESB Certification Type

Description: PLEASE NOTE - this information will be completed through an interface with the State of Oregon. No action is required on your part.

8. The "Categories & Certifications" tab opens. Answer each question and follow the specific instructions in Question 7 to determine if you need to answer more questions.



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Category: Question 13 - Collective Bargaining

Description: What is the name of the relevant labor organization, and the expiration date of the current collective bargaining agreement?

Please select at most one category value


Select

Please provide the name of the relevant labor organization in your firm, and the expiration date of the current collective bargaining agreement in the Notes Field Below. (YOU'RE DONE!)

Notes:

Save & Add Certification Save & Continue Registration Continue Registration

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Notes for the "Categories & Certifications" tab:

- **Question 1**, please only enter your certification number in the notes field. (For example, 12571 or 4166.) Do not add additional text.
- **Question 2** will be automatically filled out for you. Continue to question 3.
- ***Please ensure*** that you answer Question 6 on Equal Employment Opportunity and Question 7 on Equal Benefits Compliance to be compliant with City of Portland business requirements.

Once you have answered all applicable questions, click the "Save & Continue Registration" button at the bottom of the page to continue.



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9. The “Commodity/Service Codes” tab opens. This section allows you to describe what goods and/or services your business is interested in selling to the City of Portland. Search the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can browse through the general categories of commodities and services, or search by Keyword. Once you have found and selected your NIGP code, select all the NIGP Class items that correspond with your business.

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

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

Search

i 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

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

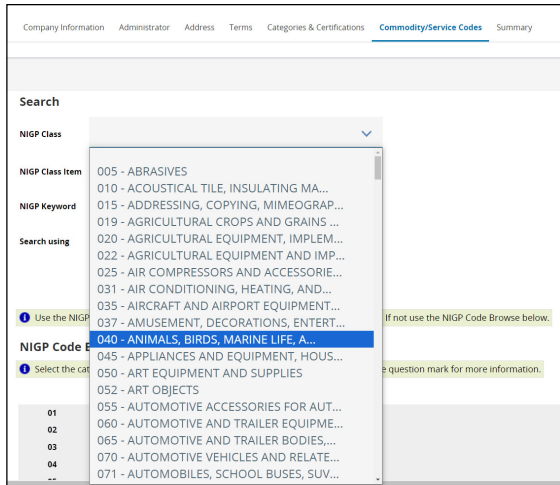
01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies



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Notes on the "Commodity/Service Codes" tab:

- All NIGP Class Items have a "99" General Class. Selecting the "99" does not encompass all other NIGP Codes listed in the drop down menu. However, be sure to add it to your selection. Click "Save and Add More" to add other NIGP Class or NIGP Class Items.
- When using NIGP Code Browser – be aware of wording, it may not appear as you would think. Take the time to review all categories to ensure a wider range of opportunities for your business.



The screenshot displays the "Commodity/Service Codes" tab in a web application. At the top, there are navigation tabs: "Company Information", "Administrator", "Address", "Terms", "Categories & Certifications", "Commodity/Service Codes" (which is active), and "Summary". Below the tabs is a search area with a "Search" label. A dropdown menu is open, showing a list of NIGP Class Items. The items are listed with their codes and descriptions, such as "005 - ABRASIVES", "010 - ACOUSTICAL TILE, INSULATING MA...", "015 - ADDRESSING, COPYING, MIMEOGRAP...", "019 - AGRICULTURAL CROPS AND GRAINS ...", "020 - AGRICULTURAL EQUIPMENT, IMPLEM...", "022 - AGRICULTURAL EQUIPMENT AND IMP...", "025 - AIR COMPRESSORS AND ACCESSORIE...", "031 - AIR CONDITIONING, HEATING, AND...", "035 - AIRCRAFT AND AIRPORT EQUIPMENT...", "037 - AMUSEMENT, DECORATIONS, ENTERT...", "040 - ANIMALS, BIRDS, MARINE LIFE, A...", "045 - APPLIANCES AND EQUIPMENT, HOUS...", "050 - ART EQUIPMENT AND SUPPLIES", "052 - ART OBJECTS", "055 - AUTOMOTIVE ACCESSORIES FOR AUT...", "060 - AUTOMOTIVE AND TRAILER EQUIPME...", "065 - AUTOMOTIVE AND TRAILER BODIES, ...", "070 - AUTOMOTIVE VEHICLES AND RELATE...", and "071 - AUTOMOBILES, SCHOOL BUSES, SUV...". The "040 - ANIMALS, BIRDS, MARINE LIFE, A..." item is currently selected and highlighted in blue. To the left of the dropdown, there are labels for "NIGP Class", "NIGP Class Item", "NIGP Keyword", "Search using", "NIGP Code E", and "Select the cat". There are also informational icons and text: "Use the NIGP" and "If not use the NIGP Code Browse below." and "question mark for more information." The bottom of the page shows a partial view of a table with columns for "01", "02", "03", "04", and "--".



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

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Use the NIGP Code Item dropdown menu to select the NIGP Code Item. If not use the NIGP Code Browse below.

Select the category for the NIGP Code Item. If you have a question mark for more information.

01
02
03
04
--

005 - ABRASIVES
010 - ACOUSTICAL TILE, INSULATING MA...
015 - ADDRESSING, COPYING, MIMEOGRAP...
019 - AGRICULTURAL CROPS AND GRAINS ...
020 - AGRICULTURAL EQUIPMENT, IMPLEM...
022 - AGRICULTURAL EQUIPMENT AND IMP...
025 - AIR COMPRESSORS AND ACCESSORIE...
031 - AIR CONDITIONING, HEATING, AND...
035 - AIRCRAFT AND AIRPORT EQUIPMENT...
037 - AMUSEMENT, DECORATIONS, ENTERT...
040 - ANIMALS, BIRDS, MARINE LIFE, A...
045 - APPLIANCES AND EQUIPMENT, HOUS...
050 - ART EQUIPMENT AND SUPPLIES
052 - ART OBJECTS
055 - AUTOMOTIVE ACCESSORIES FOR AUT...
060 - AUTOMOTIVE AND TRAILER EQUIPME...
065 - AUTOMOTIVE AND TRAILER BODIES
070 - AUTO
071 - AUTO

1-25 of 9048
1 2 3 4 5 6 7 8 9 10 > <

Save and Add More Save and Continue Registration

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Notes on the "Commodity/Service Codes" tab:

- To reset a NIGP Class or NIGP Class Item, select the "blank" at the top most position as shown here.

10. Once you have found and selected your NIGP code, the "Save and Add More" and the "Save and Continue Registration" buttons appear at the bottom of the page. Select the appropriate action. If you are adding more NIGP Codes, when complete, click on the "Save and Continue Registration" button.



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Register - My Fake LLC - training@fakeLLC.org

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

Company Information

Vendor ID:	00015370	Alternate ID:		Company Name:	My Fake LLC
Status:	Active				
Tax ID Type:	EIN				
Business Description:					
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Category: Question 7* - Equal Benefits Compliance

Description: How does this firm comply with the City's Equal Benefits requirement? Please note that if you select "Request Delayed Compliance" below, then Questions 8 - 15 and click the "Save and Continue" button at the bottom of this page. This part of the vendor registration process is complete. The City of Portland requires Equal Benefits requirements, please visit [Category URL: https://www.portland.gov/code/5/33/077](https://www.portland.gov/code/5/33/077)

Full Compliance - My firm makes Employee Benefits available on an equal basis to its employees with spouses and its employees with domestic partners. (YOU'RE DONE!! PLEASE SKIP QUESTIONS 8

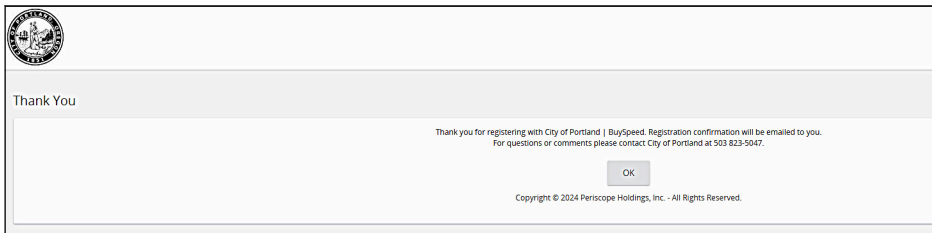
[Complete Registration](#)

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11. The "Summary" tab opens. Review the information provided for correctness. If any information needs revision, use the tabs to go to that section and make corrections, save and then go back to the "Summary" tab. Scroll to the bottom of the page and complete your registration by clicking on the "Complete Registration" at the bottom of the page.



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12. The “Thank You” page appears. This completes your self-registration process in BuySpeed. An email will be sent to the address you put on the “Company Information” tab once your registration is complete. You may use this information to login and add additional users to maintain your organizational profile.

You should receive an email



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Vendor Pre-Registration Notification

 testnoreply@portlandoregon.gov
To: Fitzsimmons, Michelle

Wed 6/26/2024 1:09 PM

This email is to provide notification of your initial registration in City of Portland | BuySpeed. If you have not completed your registration, select the Complete Registration link on the homepage using the URL below. You will be required to enter your vendor number and email address.

Vendor #: 00008689.
Company Name: My Fake LLC
Email Address: michelle.fitzsimmons@portlandoregon.gov

When all required sections for registration have been completed, you will receive an email notification that your vendor registration has been completed.

If you have questions, please use the contact information listed below.

Contact Name: Paul Stewart
Phone Number: 5555555555
Email Address: paul.stewart@portlandoregon.gov

Thank you,
City of Portland

Use this link to log on to City of Portland | BuySpeed: <https://test.procure.portlandoregon.gov/bsa/view/login/login.xhtml>

13. Once you receive your pre-registration notification email like the one shown above, you may finish your registration. Click the link at the bottom of the email to continue. You will need your Vendor # and email address to complete your registration.



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The screenshot displays the 'Supplier Activities' page on the City of Portland BuySpeed website. The page features three main activity cards: 'Complete Registration', 'Open Bids', and 'Active C...'. The 'Complete Registration' card is highlighted with a red border and contains a clipboard icon, the text 'Complete Registration', and instructions: 'Complete registration here to begin using City of Portland | BuySpeed. Vendors, please read this [disclaimer](#) prior to completing registration.' A red arrow points from this card to the 'Complete Registration' modal form on the right. The modal form has a blue header with the City of Portland logo and the title 'Complete Registration'. It contains two input fields: 'Supplier ID:' and 'Email Address:'. A red box highlights the 'Submit' button at the bottom of the form. A red arrow also points from the 'Submit' button back to the 'Complete Registration' card on the main page.

14. The link in your email will take you back to the registration webpage from step 1. Scroll down and click "Complete Registration." A box will appear - enter your supplier ID (listed as "Vendor #" in your registration email) and email address and click "Submit."



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

Company Information

Vendor ID:	00008689	Alternate ID:		Company Name:	My Fake LLC
Status:	Active	Status Change Reason:		Tax ID#:	*****2548
Tax ID Type:	EIN	Incorporation Details - State:		Year of Incorporation:	0
Business Description:		Preferred Delivery Method:	Email	Vendor Email:	michelle.fitzsimmons@portlandoregon.gov
Emergency supplier:	No				
Emergency Phone:					
Emergency Contact:					
Emergency Email:					
Emergency Info Comment:					

Users Information

Login ID	
trainingtest	Michelle

Category: Question 7* - Equal Benefits Compliance

Description: How does this firm comply with the City's Equal Benefits requirement? Please note that if you select "Request Delayed Compliance" below, then Questions 8 - 15 are follow-up questions for you. If you select any of the other five options, then please skip questions 8 - 15 and click the "Save and Continue" button at the bottom of this page. This part of the vendor registration process is complete. For more information on the City's Equal Benefits Compliance requirements, please visit the following link: <http://www.portlandoregon.gov/brfs/43774> Category URL:

Not Applicable - My firm is a Public Agency (YOU'RE DONE!! PLEASE SKIP QUESTIONS 8 - 13, AND CLICK "Save & Continue" BELOW.

Complete Registration

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15. You will be directed to the "Summary" tab. Review the information to ensure it is correct. When you are done, scroll to the bottom and click "Complete Registration." A confirmation email will be sent to your email address.

