# BuySpeed Electronic Submittal Instructions

These instructions are for uploading electronic attachments to a BuySpeed solicitation. The process is not intuitive, and the nomenclature of the system can sometimes be misleading. There are also a number of fields that are not necessary for City of Portland submittals, so these instructions will highlight only those fields that are necessary for City submittals. Please plan at least 30 minutes to submit your proposal, and when possible, submit your bid at least one business day before it is due.

Step 1: log in to the BuySpeed system. https://procure.portlandoregon.gov. Make sure you are in the "seller" not the "seller admin" role by clicking on this icon on the top right corner of the page: and select "seller."
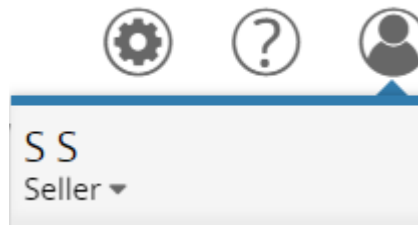
Then navigate to the solicitation number. Click the solicitation number link to open the solicitation page containing a summary of the solicitation information. The resulting page should look similar to the image below.

Step 2: Click the "Create Quote" button at the bottom of the page to start the quote wizard. "Quote" is a generic term in the BuySpeed environment for a solicitation submittal. City solicitation documents generally refer to submittals as "**Bid**", "**Proposal**", or "**Quote**", depending on the type of solicitation.

Step 3: The screen will open to the "General" tab. If you would like to insert contact info or comments for your own reference, you can do that in the appropriate boxes, but additional information in this tab is not required. Click the "Save & Continue" button when ready to move to the next step.

Step 4: You'll now see a warning at the top of the page stating that the terms and conditions are not acknowledged. Ignore that for now as the error will be addressed in Step 6.

Quote Validation Errors

Terms & Conditions is not acknowledged.

Quote Validation Warnings

Your quote has not been submitted.

Quote 00000939 - Magic Nose Goblins Inc

General   Items   Questions   Subcontractors   Notes   Terms & Conditions   Attachments   Summary   **Back to Bid**

Other Quotes for this bid by the same vendor: **00000938**

Quote #:	00000939	Bid #:	**00000694**
Organization:	City of Portland		
Status:	In progress	Description*:	SUBMITTAL UPLOAD INSTRUCTION
Delivery Days:	0	Discount Percent:	0.0 %
Is "No Bid":	☐	Alternate Bid:	☐
Shipping Terms:	⌄	Freight Terms:	⌄
Ship Via Terms:	⌄	Payment Terms:	⌄
Promised Date: (MM/DD/YYYY)			
Info Contact:			
Comments:			
Date Last Updated:	09/20/2017 10:56:06 AM	User Last Updated:	Stimpson J Cat

Save & Continue

Step 4**a:** Click the "Items" tab. This tab is important because there are fields here that must be completed in order to submit a quote.

Step 5b: Enter the total amount from your bid, quote or proposal, in the "Unit Cost" field. If your submittal does not include a total amount, use $10 as the value.
After entering an amount, click the "Save & Continue" button.

Step 5c: Both the "No Bid" and "No Charge" checkboxes should be cleared, and the "Quote Response Total" has been calculated. Uncheck each checkbox if still checked.

Step 6a: Click the "Terms & Conditions" tab.

Click the "Yes" radio button to accept the terms and conditions of the solicitation, and then click the "Save & Continue" button.

Step 6b: You'll see that the terms & conditions warning message is gone.

Step 7a: Click the "Attachments" tab. Then click the "Add File" button.

Step 7b: Type a description for the file in the "Description" field. Then click the "Browse…" button and navigate to the file location. When the file is attached, click the "Save & Exit" button to upload it. Repeat this as necessary for any additional files.

Step 7c: After a document is uploaded, it will appear with its details under the "Attachments" tab.

The number in parentheses appended to the tab label denotes how many files have been uploaded.

You can also delete files by clicking the "Delete" checkbox next to the appropriate file and then clicking the "Save & Continue" button.

Step 8: Click the "Summary" tab, and then click the "Submit Quote" button to complete the quote process.

Note: If this last step is NOT completed, the quote will not have been submitted.
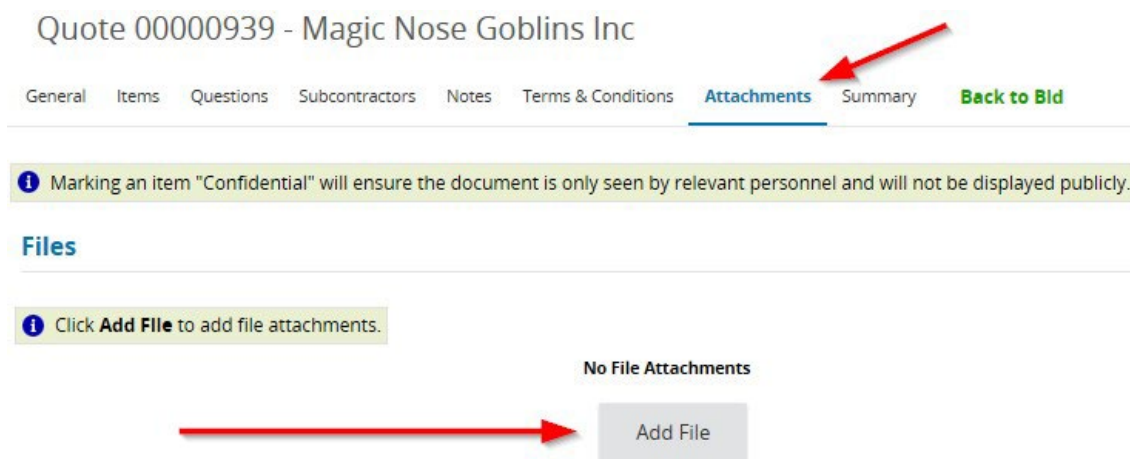
Quote 00000939 - Magic Nose Goblins Inc

General   Items   Questions   Subcontractors   Notes   Terms & Conditions   Attachments(2)   **Summary**   **Back to Bid**

Header Information

Quote #:	00000939	**Bid #:**	00000694	**Status:**	In progress
Organization:	City of Portland				
Description:	SUBMITTAL UPLOAD INSTRUCTIONS	**Delivery Days:**	0	**Discount Percent:**	0.0
Bid Flag:		**Alternate Bid:**	No	**Shipping Terms:**	
Freight Terms:		**Ship Via Terms:**		**Payment Term:**	
Promised Date		**Info Contact:**		**Quote Total**	$750,000.00
Comment:	Second quote.				
Date Last Updated:	09/20/2017 11:26:04 AM	**User Last Updated:**	Stimpson J Cat		

Vendor accepts the terms & conditions with no exceptions.

Bid Acknowledgements:

Document	Amendment Note	Notifications	Acknowledged Date/Time
Amendment 1	Bid amendment 1. Header 1. Bid Opening Date changed from "09/20/2017 12:00:00 PM" to "09/20/2017 04:00:00 PM". Enrollment Date Changes:	Ready to send to : test@periscopeholdings.com at 09/20/2017 12:22:44 PM	

Attachments

Agency Files:

Agency Forms:

Vendor Files: My submittal.txt
Attachment.txt

Vendor Forms:

Item Information

Print Sequence # 1.0 : (918 - 58) SUBMITTAL UPLOAD INSTRUCTIONS

Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment(s)
1.0	EA	$750,000.00	0.0%	0.0%	$0.00	$750,000.00	No	No	No

Print   Submit Quote   Cancel Quote