
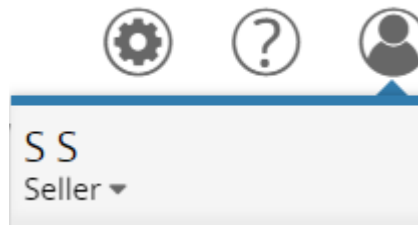


BuySpeed Electronic Submittal Instructions

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.

Bid Solicitation: 00000694

Header Information

Bid Number:	00000694	Description:	SUBMITTAL UPLOAD INSTRUCTIONS	Bid Opening Date:	09/20/2017 12:00:00 PM
Purchaser:	Jeff Blade	Organization:	City of Portland		
Department:	GOODSANDSERVICES - Goods & Services	Location:	G5 - Goods & Services		
Fiscal Year:	17	Type Code:	04 - G&S RFP	Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	09/19/2017 02:27:17 PM
Info Contact:	Contact Jeff Blade at (503)623-6858	Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference: None.

Bulletin Desc: Electronic submittal upload instructions.

Ship-to Address:	Please See Solicitation Documents City of Portland Portland, OR 97204 US Email: test@periscopeholdings.com Phone: (123)456-7890	Bill-to Address:	Please See Solicitation Documents City of Portland Portland, OR 97204 US Email: test@periscopeholdings.com Phone: (123)456-7890	Print Format:	
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File Attachments: [Instruction.txt](#)

Form Attachments:

Item Information

Item # 1: (918 - 58) SUBMITTAL UPLOAD INSTRUCTIONS

NIGP Code: [918-58](#)
Governmental Consulting

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer:	Brand:	Model:
Make:	Packaging:	

Print Page

Create Quote

Bid Q & A

Exit

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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.

Item # 1: (918 - 58) SUBMITTAL UPLOAD INSTRUCTIONS

NIGP Code: 918-58

Governmental Consulting

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate
1.0		EA - Each		
Manufacturer:		Brand:		
Make:		Packaging:		

Print Page

Create Quote

Bid Q & A

Exit

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.

New Quote

[General](#) [Items](#) [Questions](#) [Subcontractors](#) [Notes](#) [Terms & Conditions](#) [Attachments](#) [Summary](#) [Back to Bid](#)

Quote #:		Bid #:	00000694
Organization:	City of Portland	Description*:	SUBMITTAL UPLOAD INSTRUCT ×
Status:	In progress	Discount Percent:	0.0 %
Delivery Days:	0	Alternate Bid:	<input type="checkbox"/>
Is "No Bid":	<input type="checkbox"/>	Freight Terms:	▼
Shipping Terms:	▼	Payment Terms:	▼
Ship Via Terms:	▼		
Promised Date: (MM/DD/YYYY)			
Info Contact:			
Comments:			
Date Last Updated:		User Last Updated:	

Save & Continue

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 INSTRUCTIONS

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

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

Quote 00000939 - Magic Nose Goblins Inc

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

General Notes

Sort by Column: Print Sequence ☐ Sort Descending

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment (s)
1	1.0	No	SUBMITTAL UPLOAD INSTRUCTIONS	1.0	EA	0.00	0.0		0.00	\$0.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Alternate Description : <input type="text"/>													
											Quote Response Total \$0.00		

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.

Item #	Print Sequence	Questions Exist	Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge	See Quote Attachment (s)
1	1.0	No	SUBMITTAL UPLOAD INSTRUCTIONS	1.0	EA	750000.00	0.0		0.00	\$0.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Alternate Description : <input type="text"/>													
											Quote Response Total \$0.00		

! Discount only quotes indicate discount amount off of list catalog price.

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.

Description	Quantity	UOM	Unit Cost	Discount %	Tax Rate	Freight	Extended Amount	No Bid	No Charge
SUBMITTAL UPLOAD INSTRUCTIONS									
	1.0	EA	750000.00	0.0	▼	0.00	\$750000.00	<input type="checkbox"/>	<input type="checkbox"/>
							Quote Response Total	\$750000.00	

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.

Quote 00000939 - Magic Nose Goblins Inc

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

The following list constitutes all the attachments for the bid which may include supplemental terms and conditions.

File Name	Description	File Size
Instruction.txt (view details)	This instruction is for uploading submittal documents electronically in BuySpeed.	81 bytes


Do you accept the terms & conditions of the bid?

☒ Yes ☐ Yes with exceptions ☐ No

If you do not fully accept the terms & conditions, please note the exceptions below:

[Save & Continue](#)

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

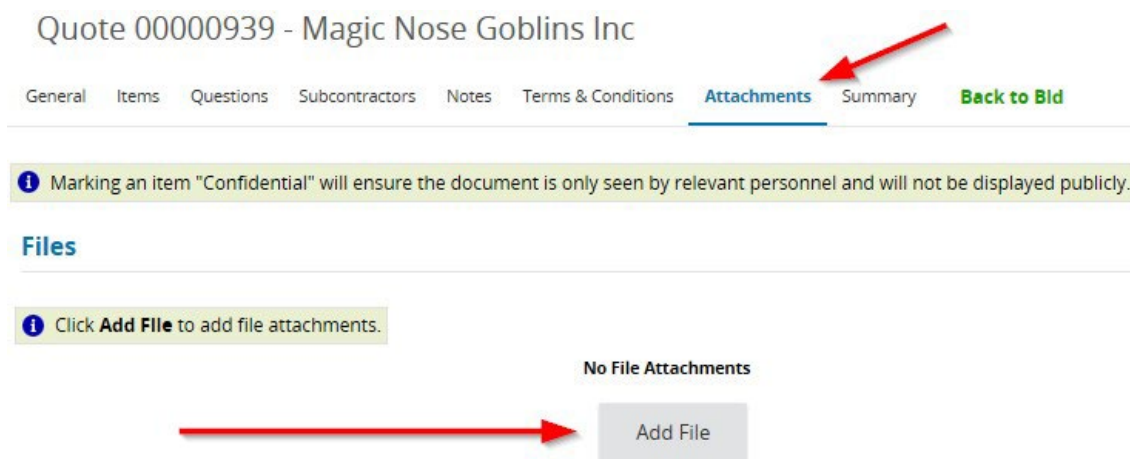


Quote Validation Warnings
Your quote has not been submitted.

Quote 00000939 - Magic Nose Goblins Inc

General Items Questions Subcontractors Notes **Terms & Conditions** Attachments Summary

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



Quote 00000939 - Magic Nose Goblins Inc

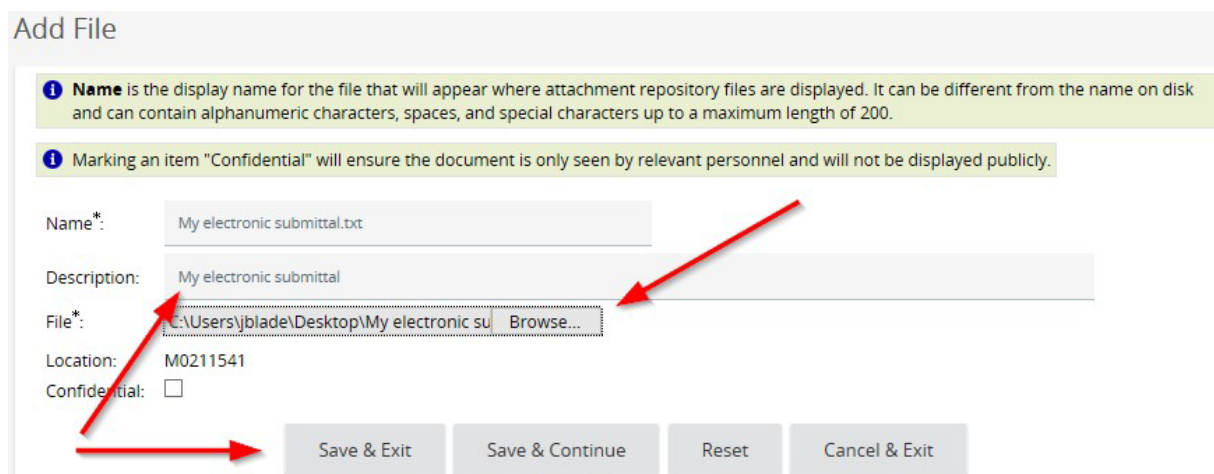
General Items Questions Subcontractors Notes Terms & Conditions **Attachments** Summary [Back to Bid](#)

Files

No File Attachments

[Add File](#)

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.



Add File

Name is the display name for the file that will appear where attachment repository files are displayed. It can be different from the name on disk and can contain alphanumeric characters, spaces, and special characters up to a maximum length of 200.

Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Name*: My electronic submittal.txt

Description: My electronic submittal

File*: C:\Users\blade\Desktop\My electronic su [Browse...](#)

Location: M0211541

Confidential: ☐

[Save & Exit](#) [Save & Continue](#) [Reset](#) [Cancel & Exit](#)

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.

Quote 00000939 - Magic Nose Goblins Inc

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

1 Marking an item "Confidential" will ensure the document is only seen by relevant personnel and will not be displayed publicly.

Confirmation Messages

Changes saved successfully.

Files

Name	Description	Confidential	Order	Attached By	Attached Date	Delete
My submittal.txt (view details)	First doc	<input type="checkbox"/>	1	Stimpson J Cat	09/20/2017	<input type="checkbox"/>
Attachment.txt (view details)	Second doc	<input type="checkbox"/>	2	Stimpson J Cat	09/20/2017	<input type="checkbox"/>

[Save & Continue](#) [Add File](#)

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.	User Last Updated:	Stimpson J Cat		
Date Last Updated:	09/20/2017 11:26:04 AM				

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