BuySpeed Online Vendor Registration Instructions

Instructions for Vendor Registration.
If you have never logged into the City of Palm Spring's BuySpeed Online system, click on "Register" link.

If you have previously registered with the City of Palm Springs please log-in using your log-in ID and password.

Enter your company's Federal Tax ID Number (FEIN) and company name in the appropriate boxes. After entering this information, click "Submit".

BuySpeed Online Vendor Registration Instructions

Fill out the application form. Fields marked with an asterisk (*) must be filled out.

After filling out this portion of the registration form, click "Continue Registration" when you are ready to proceed.

BuySpeed Online Vendor Registration Instructions

City of Palm Springs - Commodity Codes - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address http://procure_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo;jsessionid=41C5BFC35CEF920536B3E46BF637A923 Go Links »

BuySpeed ™ Online

Terms, Categories, and Certifications - Testco

Terms

Payment Terms Net 30

Shipping Method Best Way

Shipping Terms F.O.B., Destination

Categories & Certifications

Category: Type of Firm

Category Types (*** Please select at least one category type ***)

Select	Category Type & Certifications	Add Certification
☐		
☐	Construction Firm	
☐	Consulting Firm	
☐	Distributor	
☐	Health Care Provider	

Done Local intranet

> Complete the freight terms section by clicking on the down arrow beside each choice and selecting the most appropriate choice.

City of Palm Springs - Commodity Codes - Microsoft Internet Explorer

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Shipping Terms F.O.B., Destination

Categories & Certifications

Category: Type of Firm

Category Types (*** Please select at least one category type ***)

Select	Category Type & Certifications	Certification
☐		
☐	Construction Firm	
☐	Consulting Firm	
☐	Distributor	
☐	Health Care Provider	
☐	Manufacturer	
☐	Manufacturer's Representative	
☐	Retailer	
☐	Service Firm	
☐	Software Publisher	
☐	Wholesaler or Jobber	
☐	Other	

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> For "Type of Firm" select at least one category type. You may choose more than one category type if applicable to your company.

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For "Type of Organization" please select only the one choice that best describes your company.

For "Business Size" please select only one category.

For "Majority Ownership of Business – Ethnicity", please select only one category.

For "Majority Ownership of Business – Gender" please select only one category.

Category: Location of Main Office

Category Types (*** Please select exactly one category type ***)

Select	Category Type & Certifications	Add
☐	Palm Springs, CA	
☐	Coachella Valley, CA	
☐	Riverside County, CA	
☐	Southern California	
☐	Northern California	
☐	Other State in U.S.	
☐	Outside of United States	

Category: CA Contractor's License Classification, If Applicable

Category Types

Select	Category Type & Certifications	Add Certification
☐		
☐	Not a State-Licensed Construction Contractor	
☐	A - General Engineering Contractor	
☐	B - General Building Contractor	

For "Location of Main Office" please select only one category.

Category: CA Contractor's License Classification, If Applicable

Category Types

Select	Category Type & Certifications	Add Certification
☐		
☐	Not a State-Licensed Construction Contractor	
☐	A - General Engineering Contractor	
☐	B - General Building Contractor	
☐	C-2 Insulation and Acoustical Contractor	
☐	C-4 Boiler, Hot Water Heating System Fitting Contractor	
☐	C-5 Framing & Rough Carpentry Contractor	
☐	C-6 Cabinet, Millwork & Finish Carpentry Contractor	
☐	C-7 Low Voltage Contractor	
☐	C-8 Concrete Contractor	
☐	C-9 Drywall Contractor	
☐	C-10 Electrical Contractor	
☐	C-11 Elevator Contractor	
☐	C-12 Earthwork and Paving Contractor	
☐	C-13 Fencing Contractor	

For "CA. Contractor's License Classification" select as many categories as applicable. If none of the categories are applicable to your company, please select the first choice, "Not a State-Licensed Construction Contractor".
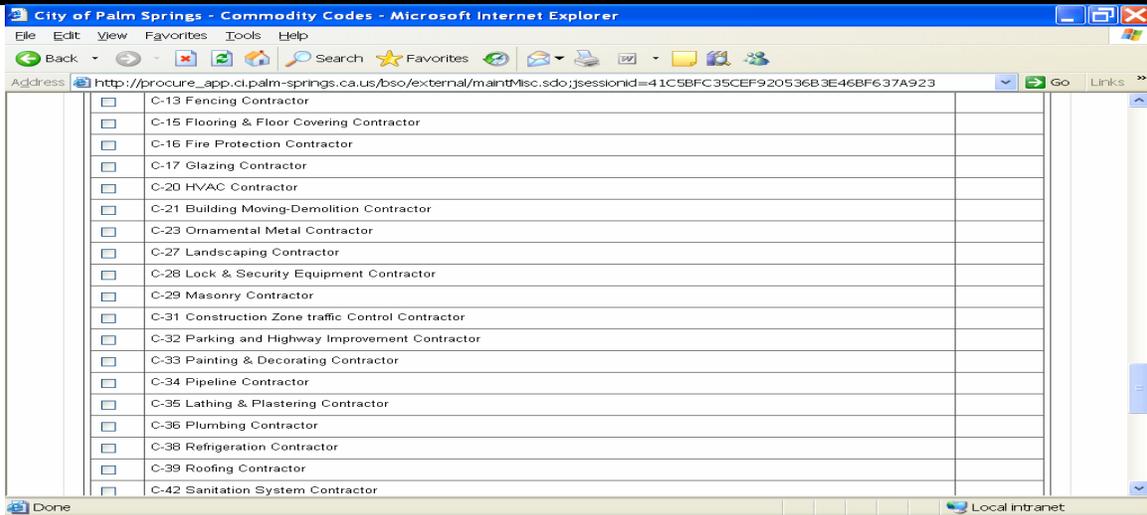
After completing this portion of the registration form click "Save and Continue Registration".
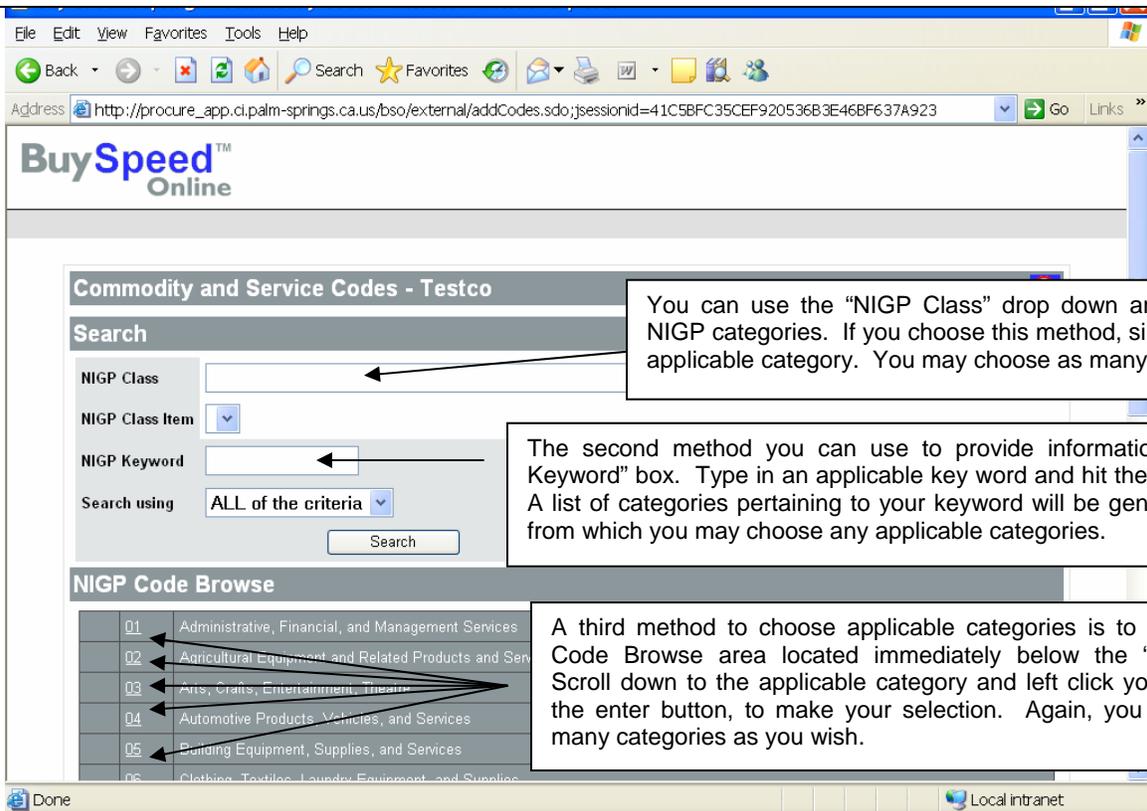
The last step is to select Commodity and Service codes to inform the City of Palm Springs about the types of products and services your company can provide. There are three methods of selecting the Commodity and Service Codes:

You can use the "NIGP Class" drop down arrow to show all NIGP categories. If you choose this method, simply click on the applicable category. You may choose as many as you wish.

The second method you can use to provide information is the "NIGP Keyword" box. Type in an applicable key word and hit the "search" button. A list of categories pertaining to your keyword will be generated onscreen from which you may choose any applicable categories.

A third method to choose applicable categories is to utilize the NIGP Code Browse area located immediately below the "Search" button. Scroll down to the applicable category and left click your mouse, or hit the enter button, to make your selection. Again, you may choose as many categories as you wish.

If you wish to confirm your current selections and continue to search for additional codes, click "Save and Add More". To complete your registration, click on either "Save and Continue Registration" or "Exit and Continue Registration". Since selecting codes is the last step necessary to register, this will end the registration process.

That's it! You have completed the registration process for your company!