

# BuySpeed Online Vendor Registration Instructions

BuySpeed Online - Microsoft Internet Explorer

Address: http://procure\_app/bso/login.jsp

Welcome to BuySpeed Online

Welcome To BuySpeed Online

Vendors and Buyers can log in directly and begin using BuySpeed Online. New users are required to register before logging in.

**Register**

Register here to begin using BuySpeed Online. Vendors, please read this [disclaimer](#) prior to registering.

**Open Bids**

View open bid opportunities.

Login ID:

Password:

Login

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## 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.

Tax ID - Microsoft Inte...

Tax ID: 01-2345678

Company Name: Testco

Submit

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

City of Palm Springs - Register - Microsoft Internet Explorer

Address: http://procure\_app/bso/external/register.sdo?taxId=01-2345678&orgName=Calhoun1

### BuySpeed™ Online

#### Register

##### Company Information

Company Name\*

Business Description

Mailing Address Line 1\*

Address Line 2

Address Line 3

Address Line 4

City\*  State\*

ZIP\*  County

Country  Company Phone\*

Company FAX  Company Email\*

Tax ID #\*  Length of Time in Business

State of Incorporation  Year of Incorporation

Local intranet

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

City of Palm Springs - Register - Microsoft Internet Explorer

Address: http://procure\_app/bso/external/register.sdo?taxId=01-2345678&orgName=Calhoun1

Tax ID #\*  Length of Time in Business

State of Incorporation  Year of Incorporation

Preferred Delivery Method

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

Emergency Phone\*    Ext.

Emergency Contact\*  Emergency Email\*

Emergency Info Comment

##### Administrative User Information

Salutation

First Name\*  Last Name\*

Job Title\*  Department

Email\*  Phone\*    .

Login ID\*

New Password\*  Confirm Password\*

Login Question  Login Answer

Add Another Address Continue Registratic Reset Cancel

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

# BuySpeed Online Vendor Registration Instructions

**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
<input type="checkbox"/>		
<input type="checkbox"/>	Construction Firm	
<input type="checkbox"/>	Consulting Firm	
<input type="checkbox"/>	Distributor	
<input type="checkbox"/>	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.**

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
<input type="checkbox"/>		
<input type="checkbox"/>	Construction Firm	
<input type="checkbox"/>	Consulting Firm	
<input type="checkbox"/>	Distributor	
<input type="checkbox"/>	Health Care Provider	
<input type="checkbox"/>	Manufacturer	
<input type="checkbox"/>	Manufacturer's Representative	
<input type="checkbox"/>	Retailer	
<input type="checkbox"/>	Service Firm	
<input type="checkbox"/>	Software Publisher	
<input type="checkbox"/>	Wholesaler or Jobber	
<input type="checkbox"/>	Other	

Done Local intranet

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

# BuySpeed Online Vendor Registration Instructions

City of Palm Springs - Commodity Codes - Microsoft Internet Explorer

Address: [http://procure\\_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BF35CE920536B3E46BF637A923](http://procure_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BF35CE920536B3E46BF637A923)

**Category: Type of Organization**

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

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>	Corporation, also includes LLC ( Limited Liability Corporation)	
<input checked="" type="checkbox"/>	Sole Proprietor or Individual	
<input type="checkbox"/>	Partnership, also includes LLP (Limited Liability Partnership)	
<input type="checkbox"/>	Non-Profit	
<input type="checkbox"/>	Public Utility	
<input type="checkbox"/>	Governmental Entity	

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

**Category: Business Size**

Category Types ( **\*\*\* Please select at most one category type \*\*\*** )

Select	Category Type & Certifications	Add
<input type="checkbox"/>	Non-Small Business	
<input checked="" type="checkbox"/>	Small Business	

For "Business Size" please select only one category.

**Category: Business Ownership - Ethnicity**

City of Palm Springs - Commodity Codes - Microsoft Internet Explorer

Address: [http://procure\\_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BF35CE920536B3E46BF637A923](http://procure_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BF35CE920536B3E46BF637A923)

**Category: Business Ownership - Ethnicity**

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

Select	Category Type & Certifications	Add
<input type="checkbox"/>	African American Owned	
<input type="checkbox"/>	Anglo American Owned	
<input type="checkbox"/>	Asian-Indian American Owned	
<input type="checkbox"/>	Asian-Pacific American Owned	
<input type="checkbox"/>	Hispanic American Owned	
<input type="checkbox"/>	Native American Owned	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Not Applicable	

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

**Category: Majority Ownership of Business - Gender**

Category Types ( **\*\*\* Please select at most one category type \*\*\*** )

Select	Category Type & Certifications	Add
<input type="checkbox"/>	Male Owned Business	
<input type="checkbox"/>	Woman Owned Business	

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

# BuySpeed Online Vendor Registration Instructions

City of Palm Springs - Commodity Codes - Microsoft Internet Explorer

Address: [http://procure\\_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BFC35CEF920536B3E46BF637A923](http://procure_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BFC35CEF920536B3E46BF637A923)

**Category: Location of Main Office**

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

Select	Category Type & Certifications	Add Certification
<input type="checkbox"/>	Palm Springs, CA	
<input type="checkbox"/>	Coachella Valley, CA	
<input type="checkbox"/>	Riverside County, CA	
<input type="checkbox"/>	Southern California	
<input type="checkbox"/>	Northern California	
<input type="checkbox"/>	Other State in U.S.	
<input type="checkbox"/>	Outside of United States	

Done Local Intranet

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

City of Palm Springs - Commodity Codes - Microsoft Internet Explorer

Address: [http://procure\\_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BFC35CEF920536B3E46BF637A923](http://procure_app.ci.palm-springs.ca.us/bso/external/maintMisc.sdo.jsessionid=41C5BFC35CEF920536B3E46BF637A923)

**Category: CA Contractor's License Classification, If Applicable**

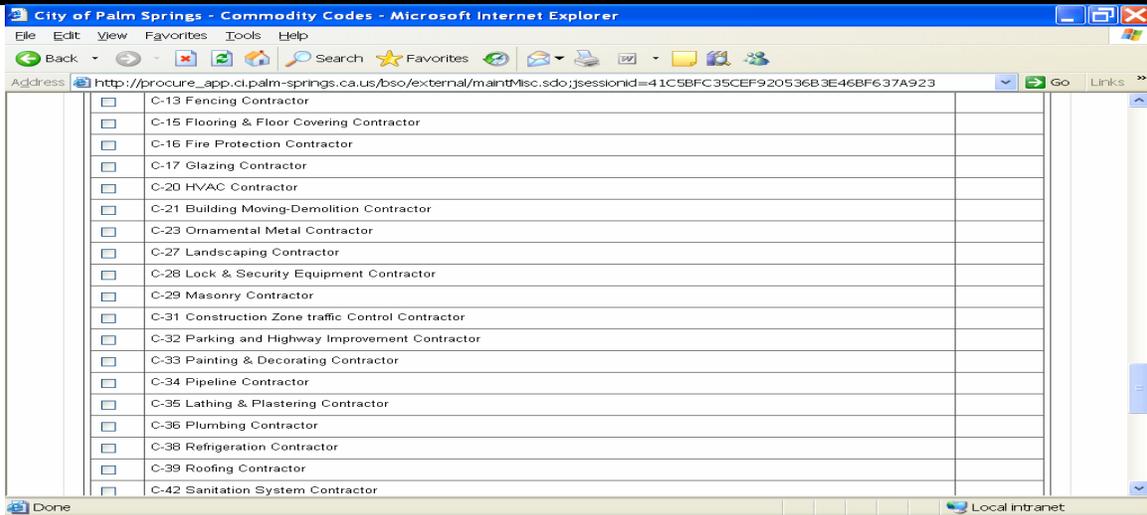
**Category Types**

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

Done Local Intranet

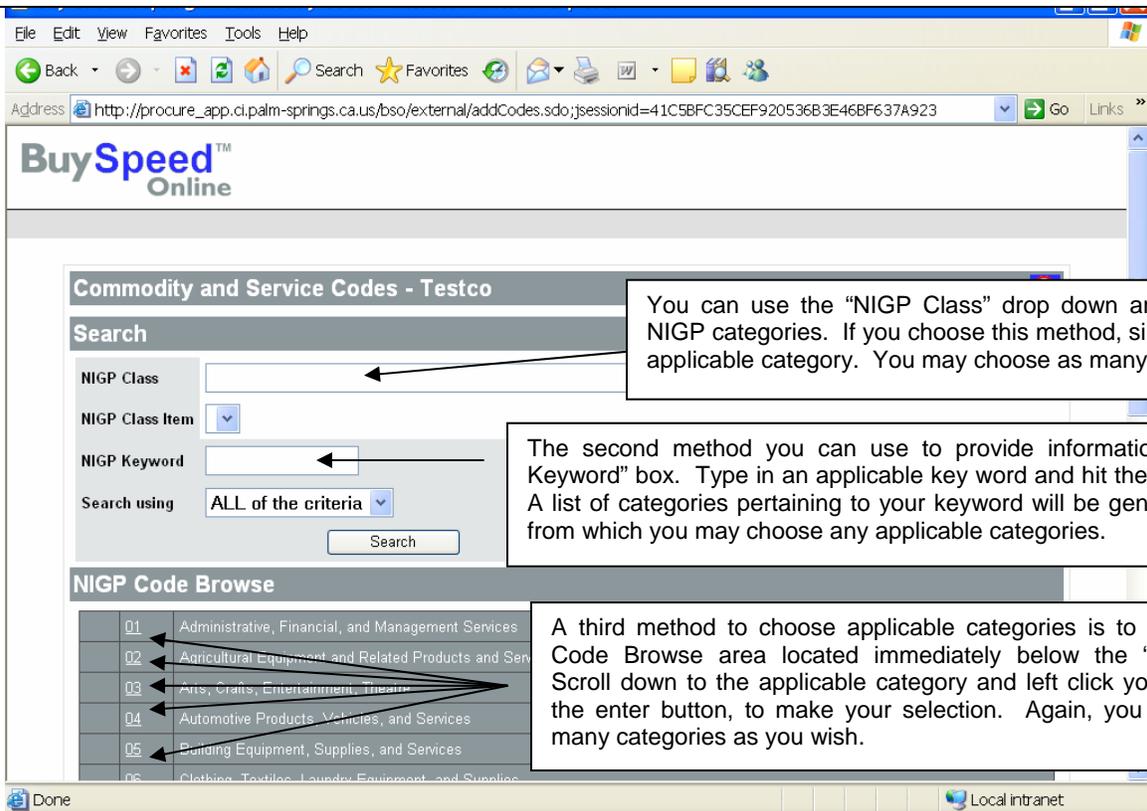
For "CA. Contractor's License Classification" select as many categories as applicable. If none of the categories are applicable to your company, please select the first choice, "Not a State-Licensed Construction Contractor".

# BuySpeed Online Vendor Registration Instructions



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:



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!**