

Once you are registered and have a login and password, you must make sure your information is current within the system to ensure that you are notified of relevant solicitation opportunities, POs and change orders sent to you by City of Portland. You can do this by accessing the BuySpeed login screen at <https://procure.portlandoregon.gov/> and signing in with your unique Login ID and Password, which were created either during the self-registration process or sent to you by an administrator at City of Portland.

### Who Can Update Vendor Data?

Upon logging into BuySpeed with your unique Login ID and Password, you may update your company's vendor data if you have the role of **Seller Administrator**. To update your company's data, click on the **Seller Administrator** tab if it displays. NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**. Please see the separate Guide, "Vendor Maintenance – Add a User" for adding other users to your vendor profile to act as either Sellers or additional Seller Administrators.

Seller Administrators are presented with four initial options on their **Homepage**:

The screenshot displays the user interface for a Seller Administrator. At the top right, there are tabs for 'Seller' and 'Seller Administrator', with 'Seller Administrator' selected. The page title is 'Home Page for: Audrey Ltd.' and the user name 'Audrey Nobles' is visible. Below the title, there are four main navigation options, each with a small icon and a brief description:

- Maintain Organization Information**: This section is used for maintaining organization information. (A blue arrow points to this option.)
- Maintain Users on this Account**: This section is used to maintain users for the organization.
- Add Users on this Account**: This section is used to add users to the organization.
- Add Associated Organization**: This section is used for adding an organization with the same Tax ID.

By clicking on the **Maintain Organization Information**, Seller Administrators can update company general information, addresses, terms, categories/certifications, and commodities provided. The following guides you through these updates:

### Updating Vendor General Information

BuySpeed will track general information about your company, including business description, primary email/fax, and information you may choose to provide as an Emergency Supplier (authorizing the Agency to contact you 24/7 for emergency orders). This data may be updated by clicking on Maintain General Organization Information. Please note that the Vendor Email address in the General Organization Information screen is the address to which notifications regarding Bid opportunities and POs that have been awarded to your firm will be sent. Any additional users you create within your Vendor profile as Sellers will be able to view and respond to documents online, but will not receive individual initial email notification about available Bids.

Maintain Organization Information for: Audrey Ltd.

<p><b>Maintain General Organization Information</b></p>  <p>This section is used for maintaining general organization information.</p>	<p><b>Maintain Addresses</b></p>  <p>This section is used to maintain addresses.</p>	<p><b>Maintain Commodity Code Codes &amp; Services</b></p>  <p>This section is used to maintain commodity code codes and services.</p>	
<p><b>Maintain Regions</b></p>  <p>This section is used to maintain regions.</p>	<p><b>Maintain Terms and Categories</b></p>  <p>This section is used to maintain terms and categories.</p>	<p><b>Maintain Quote Attachment Repository</b></p>  <p>This section is used to maintain files in the quote attachment repository.</p>	<p><b>Credit Memo List</b></p>  <p>This section is used to view credit memos.</p>

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## Updating Vendor Addresses

To update addresses, click the **Maintain Addresses** icon. This will provide a list of current addresses registered for your company. You can update an existing address by clicking on the blue link in the **Name** column, or you can click **Add Another Address** to create a new address for your company.

Maintain Addresses for: Audrey Ltd.				
Name	Address Type	Address Information	Status	Default for Type
<a href="#">General</a>	General Mailing Address	Audrey Nobles 123 test address Austin, TX 78704 US Email: anobles@periscopeholdings.com Phone: (555)555-5555 Id: 9	Active	Yes

BuySpeed allows you to save multiple types of addresses for your company, including **General**, **Remittance**, and **Emergency** addresses.

**Address Book - Audrey LTD**

**Enter a New Address**

Address Type:

Name this Address\*:

Contact Name\*:

Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*:

City\*:  State/Province\*:

ZIP\*:  County:

Phone\*:    Ext:

Toll Free:    Mobile:

Fax:    Email\*:

Id:  Alternate Id:

EDI Address:

Status:

Default address for this address type Web Address:

(Begin with http:// or https://)

Once you have made all additions or changes, click **Save & Exit** to return to the list of addresses for your company.

## Updating Commodity Codes and Services

To update information you have provided about which goods and services you offer, click the **Maintain Commodity Codes and Services** icon. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. From this screen, you can either **Display Inactive Commodity Codes** to view any codes you had previously registered.

For most updates, you should click **Maintain Commodity Codes**. You will see a list of commodities and services you previously registered for. You can deactivate current commodities, or add new commodities by clicking **Add Additional Codes** to reach the **Commodity and Services Codes** screen.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save** or **Save and Add More**.

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

i Use the Code Search Engine if you are familiar with the code. If not use the 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
07	Communication Equipment and Services
08	Computers, Software, Supplies, and Services
09	Food, Equipment, and Related Services
10	Furnishings and Related Services
11	Furniture and Related Services
12	Hardware, Related Equipment, and Services
13	Highway Road Equipment, Materials, and Related Equipment

### Updating Terms and Categories

To update information you have provided regarding which goods and services you offer, click the **Maintain Terms and Categories** icon.

Maintain Organization Information for: Audrey Ltd.

**Maintain General Organization Information**



This section is used for maintaining general organization information.

**Maintain Addresses**



This section is used to maintain addresses.

**Maintain Commodity Code Codes & Services**



This section is used to maintain commodity code codes and services.

**Maintain Regions**



This section is used to maintain regions.

**Maintain Terms and Categories**



This section is used to maintain terms and categories.

**Maintain Quote Attachment Repository**



This section is used to maintain files in the quote attachment repository.

**Credit Memo List**



This section is used to view credit memos.

Exit

Here you can update your standard payment and shipping terms, which can be applied to purchase orders issued by City of Portland, as well as designate your status for various categories and certifications requested.

**Terms**

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

**Categories & Certifications**

**Category: Ethnic Origin**

Please select exactly one category value

Select	
<input type="checkbox"/>	Asian Pacific Islander
<input type="checkbox"/>	Black
<input type="checkbox"/>	Caucasian
<input type="checkbox"/>	Hispanic
<input type="checkbox"/>	American Indian / Native American
<input type="checkbox"/>	Other (Please Specify Below)

After you've completed this screen, click **Save & Continue Registration** along the bottom.