

In order to receive notifications about Bid opportunities or to receive contracts or Purchase Orders (POs) from the City of Portland, vendors must be registered within the BuySpeed system. Vendors can register themselves by accessing the BuySpeed login screen <https://procure.portlandoregon.gov/> and selecting **Register**. If for some reason you cannot complete the registration process you can save what you have entered and return at a later date and complete the registration by accessing the BuySpeed login screen and selecting **Complete Registration**.

Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. If you are a foreign (non-US) vendor, select the appropriate country of incorporation.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to BuySpeed.

Company Information
Administrator
Address
Terms
Categories & Certifications
Commodity/Service Codes
Summary

Company Name*:

Business Description:

Mailing Address Line 1*:

Address Line 2:

Address Line 3:

Address Line 4:

Country*: US - United States of America

City*:

ZIP*:

Company Phone*:

Company Email*:

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
 EIN SSN

State of Incorporation:

Preferred Delivery Method: Email

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:

Emergency Contact:

Emergency Info Comment:

Vendor Legal Name*: Vendor Legal Name info goes here

State/Province*:

County:

Company FAX:

Tax ID #: Show

Year of Incorporation:

Ext.:

Emergency Email:

Save & Continue Registration
Reset
Cancel

Once complete, you may select to **Add Additional Addresses** (Remit or Emergency) or to **Continue Registration**.

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Maintain Addresses for: Vendor Unlimited

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Vendor Name 1234 W. Main Austin, TX 77877 US Email: email@domain.com Phone: (555)555-5555	Active	Yes

Add Another Address
Continue Registration

Adding Addresses

Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screens. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

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

Register - Vendor Name - anobles@periscopeholdings.com ?

Company Information Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

Payment Terms:

Freight Terms:

Shipping Method:

Shipping Terms:

Selecting Preferred Terms

Company Information Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

Category: Ethnic Origin

Please select at most 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"/>	UNKNOWN / NOT SPECIFIED

Notes:

Selecting Categories & Certification

Registering for Commodity Codes

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

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 and Continue Registration**.

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

1 Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

1 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
14.	Janitorial and Cleaning Equipment, Supplies, and Services
15.	Laboratory Equipment, Supplies, and Services

Summary Tab

Review your registration and submit at the bottom of the **Summary** tab. You have now completed the self-registration process in BuySpeed. The email provided within the **Company Information** section will be emailed once your registration is complete. You may use this information to login and add additional users to maintain your organizational profile.