This document walks through the steps taken by a registered Seller Administrator to add additional Seller Administrators and / or Sellers within your organization so that they can assist in maintaining your vendor profile and view or respond to Solicitations (Bids) sent to you by 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**. 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.

To update your company's data, click on the **Seller Administrator** tab if it displays at the top of your screen.

NOTE: Users without the role of Seller Administrator can only update their personal information by clicking on **My Account**.

Seller Administrators are presented with four initial options on their **Homepage**:
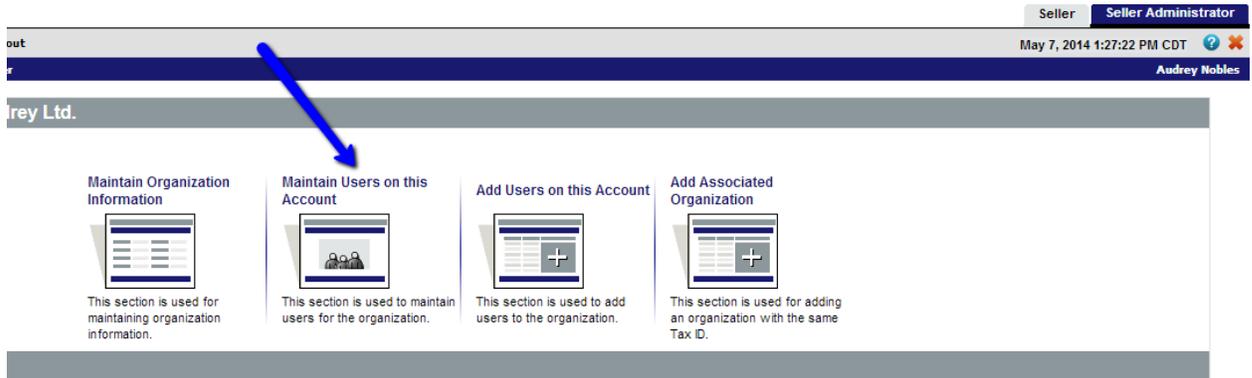
By clicking on the **Maintain Users on this Account**, Seller Administrators can determine whether the user is already set up in the system or whether adding the user is required. The following steps guide you through adding a new user:

Add User

BuySpeed will maintain the user name, job title, department, phone number, email, login id, password, security question and answer, and user role. To begin adding a new user, select the **Add User** button. To update user information, click on the **Login ID** of that user.
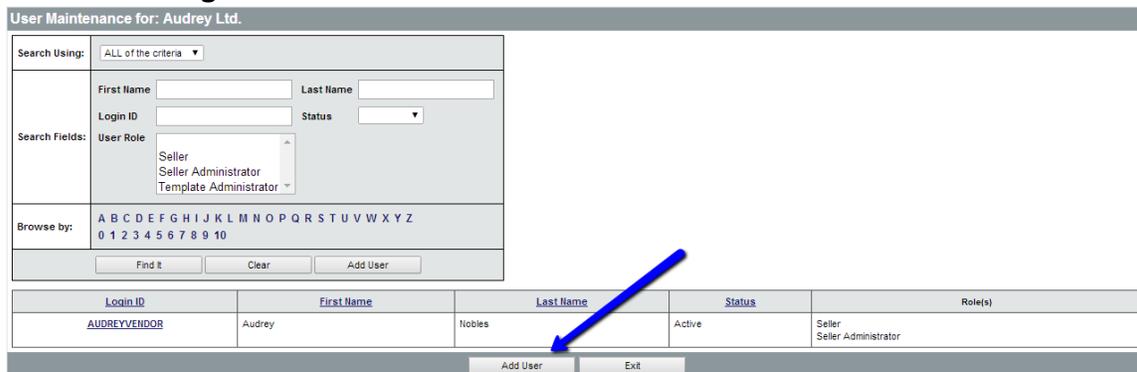
Enter New User Information

Complete the New Vendor User information, including all required fields (fields with an '*').

New Vendor User for Tires R Us

Salutation	[▼]
First Name*: [ ]	Last Name*: [ ]
Job Title* [ ]	Department [ ]
Phone* [ ] [ ] [ ] - [ ]	Email* [ ]
Login ID *: [ ]	Status*: [Active ▼]
New Password* [ ]	Confirm Password* [ ]
Login Question [ ]	Login Answer [ ]

Roles

☐ Seller

☐ Seller Administrator

[Save & Exit] [Reset] [Cancel & Exit]

Select Role for New User

In the **Roles** section, selecting **Seller** will allow that user to view and respond to solicitations (Bids), Purchase Orders and other documents available to you in BuySpeed.

New Vendor User for Tires R Us

Salutation	[▼]
First Name*: Jeff	Last Name*: Gordon
Job Title* CTO	Department [ ]
Phone* 555 555 5555 - [ ]	Email* jeff.gordon@trutru.com
Login ID *: jeff.gordon@trutru.com	Status*: [Active ▼]
New Password* ••••••••	Confirm Password* ••••••••
Login Question What was you first car?	Login Answer '67 Camaro SS

Roles

☑ Seller

☑ Seller Administrator

[Save & Exit] [Reset] [Cancel]

Click the **Save & Exit** button upon completion.