

# Port of Houston Authority BuySpeed

## Vendor Registration Instructions

Please review the checklist below prior to starting Vendor Registration.

Please give yourself at least 20 minutes to complete registration.

Please do not use the "Back" Button during Registration.

All fields with an (\*) asterisk are mandatory fields and must be completed.

Once you start registration, please complete all required fields.

The system will lock you out if you do not complete registration and all required fields.

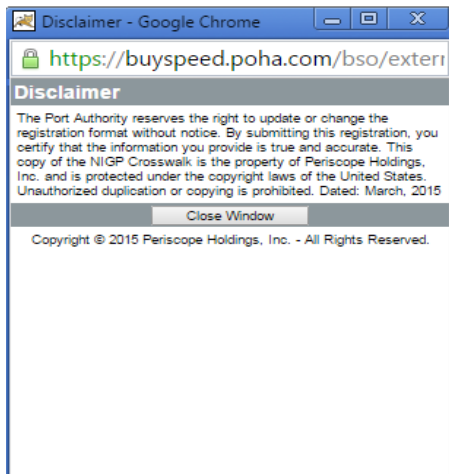
## Registration Checklist

You will need the following items to begin your BuySpeed Registration:

- [NIGP Crosswalk](#) – also available for download on Home Screen
- W-9
- Federal Tax ID

## Registration Instructions


**1. Please read the disclaimer** located on the home screen.



2. Click on **Register**.

← → ↻ <https://buyspeed.poha.com/bsc/>

Welcome To **Port of Houston Authority BuySpeed**



This website, ("Site") is owned and operated by the Port of Houston Authority of Harris County, Texas ("we", "us", "Port Authority", or "PHA"). The Site and its use is subject to applicable Port Authority policies, the Texas Public Information Act, and other state and federal laws and regulations, and is accessible to you under the terms described below. Please read these terms carefully before using the Site. By accessing and using the Site, you are agreeing to be bound by these terms ("Terms" or "Agreement"). The Port Authority will suspend and/or terminate your access to the Site if you violate these Terms. [Port of Houston Authority Terms or Agreement](#)

IF YOU DO NOT AGREE TO THE TERMS OF THIS AGREEMENT, PLEASE DO NOT USE THE SITE AND EXIT IMMEDIATELY.

"No Contact Period". Neither bidder(s) nor any person acting on bidder(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any Port Commissioner or employee of the Port of Houston Authority, or their family members. All inquiries regarding the solicitation are to be directed to the Director of Procurement or designee. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from bidder's formal response to the solicitation, communications publicly made during the official pre-bid/pre-proposal conference, communications during an oral interview scheduled at the request of and for the benefit of the Port Authority's rank and evaluation team, written requests for clarification during the period officially designated for such purpose by the Port Authority Representative, and authorized negotiation, neither bidder(s) nor persons acting on their behalf shall communicate with any Port Commissioner or employee of the Port of Houston Authority, or their family members through written or oral means in an attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any bidder. However, nothing in this paragraph shall prevent a bidder from making public statements to the Port Commission convened for a regularly scheduled session after the official selection has been made and placed on the Port of Houston Authority agenda for action.

To view Upcoming Projects and Project Advertising Schedule click [here](#)

To download the NIGP crosswalk, please click on the link below:

[NIGP crosswalk](#)

- Register**  
Register here to begin using Port of Houston Authority BuySpeed. Vendors, please read this [disclaimer](#) prior to registering.
- Complete Registration**  
Complete registration here to begin using Port of Houston Authority BuySpeed. Vendors, please read this [disclaimer](#) prior to completing registration.
- Open Bids**  
Browse open bid opportunities.
- Registered Vendor Search**  
Search for registered vendors.

**READ BEFORE YOU BEGIN REGISTRATION**

3. Type in your Federal Tax ID or Social Security Number, Company Name and Email Address.

Tax ID - Google Chrome

<https://buyspeed.poha.com/bsc/external/fi>

Tax ID\*:  Show

Company Name\*:

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?  
International Vendors, select EIN.

EIN  SSN

Country\*:

Email Address\*:

Submit

Click on **Submit**.

If the system states that this Tax ID number already exists in the BuySpeed system, your company has already registered. If you believe this message was shown in error, please send a message to [procurement@poha.com](mailto:procurement@poha.com).

4. Fill out the **Company Information** form completely. Click on **Submit**.

The screenshot shows a web browser window with the URL [https://buyspeed.poha.com/bsc/external/vendor/regCompanyInfo.sdo?vendorId=\[enc\]U5dPl7Zqs\\_g&org.apache.catalina.filters.CSRF\\_NONCE=](https://buyspeed.poha.com/bsc/external/vendor/regCompanyInfo.sdo?vendorId=[enc]U5dPl7Zqs_g&org.apache.catalina.filters.CSRF_NONCE=). The page title is "Register - Test Vendor". The form is titled "Company Information" and includes the following fields and options:

- Company Name\*: Test Vendor
- Vendor Legal Name\*: Test Vendor
- Business Description: [Empty]
- Mailing Address Line 1\*: 111111
- Address Line 2: [Empty]
- Address Line 3: [Empty]
- Address Line 4: [Empty]
- Country\*: US - United States of America
- City\*: Houston
- State/Province\*: TX
- ZIP\*: 77029
- County: [Empty]
- Company Phone\*: 111 111 1111
- Company FAX: [Empty]
- Company Email\*: testvendor@testvendor.com
- Tax ID #: [Empty] Show
- Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?
  - EIN
  - SSN
- State of Incorporation: [Empty]
- Year of Incorporation: 20
- 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: [Empty]
- Ext.: [Empty]
- Emergency Contact: [Empty]
- Emergency Email: [Empty]
- Emergency Info Comment: [Empty]

Buttons at the bottom: Save & Continue Registration, Reset, Cancel.

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5. Enter the name of your **Seller Administrator/Administrative User**. This user will be the main contact in your company and will have the rights to upload documents and add other users to the company BuySpeed vendor account. Please fill out the form completely.

**Note: BuySpeed considers this initial password to be temporary and will require you to change it the first time you sign in after registration. It is best to choose a password that you do not mind changing once your registration is complete.**

Please select a password that is at least:

- **10 characters long**
- **one number**
- **one special character**

Once all required fields are complete, please click on **Save & Continue Registration**.

The screenshot shows a web browser window with the URL [https://buyspeed.poha.com/bso/external/vendor/regAdminUser.sdo?vendorid=\[enc\]U5dPI7Zqs\\_g&org.apache.catalina.filters.CSRF\\_NONCE=](https://buyspeed.poha.com/bso/external/vendor/regAdminUser.sdo?vendorid=[enc]U5dPI7Zqs_g&org.apache.catalina.filters.CSRF_NONCE=). The page title is "Register - Test Vendor". The navigation tabs are "Company Information", "Administrator" (selected), "Address", "Terms", "Categories & Certifications", "Commodity/Service Codes", and "Summary". The "Administrative User Information" section contains the following fields:

Salutation:	<input type="text"/>	Last Name*:	<input type="text" value="Vendor"/>
First Name*:	<input type="text" value="Test"/>	Department:	<input type="text"/>
Job Title*:	<input type="text" value="Testing"/>	Phone*:	<input type="text" value="111"/> <input type="text" value="111"/> <input type="text" value="1111"/> <input type="text"/>
Email*:	<input type="text" value="testvendor@testvendor.com"/>	Login ID*:	<input type="text" value="TestVendor"/>
New Password*:	<input type="password" value="*****"/>	Confirm Password*:	<input type="password" value="*****"/>
Login Question*:	<input type="text" value="What is your favorite food?"/>	Login Answer*:	<input type="text" value="Italian"/>

At the bottom of the form are three buttons: "Save & Continue Registration", "Reset", and "Cancel". The footer text reads "Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved."

6. Continue to fill out all applicable information in the **Address, Terms, Categories & Certifications** screens. Click **Save & Continue Registration** when each form (section) is complete.

7. **Enter Commodity/Service Codes.** You will use the [NIGP Crosswalk](#) (see Registration Checklist) to convert NAICS codes to NIGP Codes.

**Important: Please select all commodity codes applicable to your company. This will allow the system to notify you by email that there is a bid/proposal solicitation that matches the codes on your company BuySpeed profile.**

There are three methods of selecting the Commodity and Service Codes:

1. **NIGP Class** – click on the drop down to select the applicable category.
2. **NIGP Keyword Box** – type in an applicable keyword and hit the “search” button. A list of categories pertaining to your keyword will be generated on the screen from which you may choose any applicable categories.
3. **NIGP Code Browse** – scroll down to the applicable category and left click with your mouse or press the enter button to make your selection.

Register - Test Vendor

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

**Search**

NIGP Class

NIGP Class Item

NIGP Keyword

Search using ALL of the criteria

Search

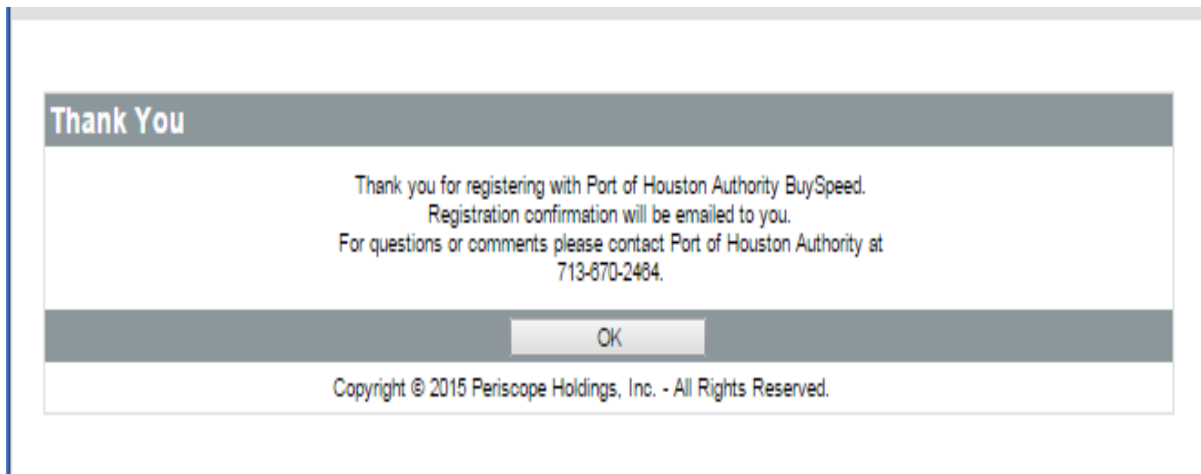
Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

**NIGP Code Browse**

Select the category that best describes the product and service you offer. Click on the question mark for more information.

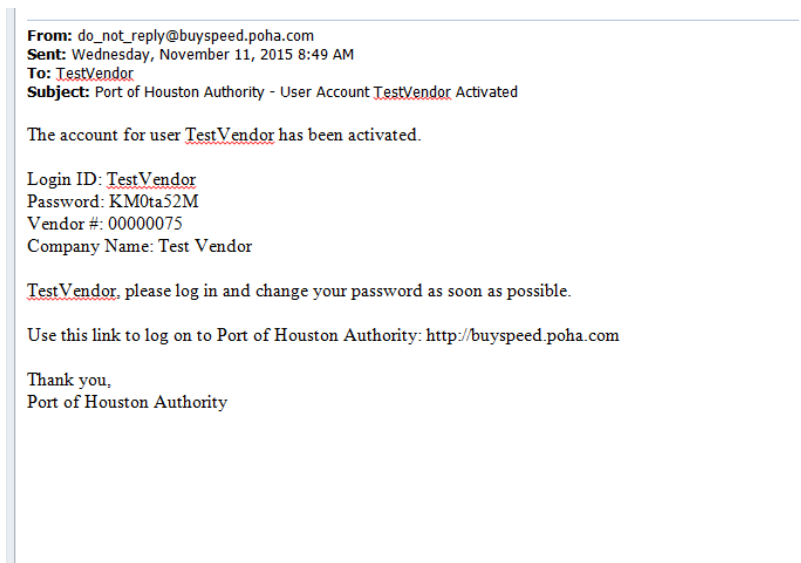
01	Administrative, Financial, and Management Services
02	Agricultural Equipment and Related Products and Services
03	Arts, Crafts, Entertainment, Theatre
04	Automotive Products, Vehicles, and Services
05	Building Equipment, Supplies, and Services
06	Clothing, Textiles, Laundry Equipment, and Supplies
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
16	Maintenance and Repair of Equipment
17	Medical Equipment, Supplies, and Services

Click on **Summary tab** to review. You will be able to view all inputted information for accuracy. Once completed, you will receive the following message:



8. The system will send you an email confirmation with your Login ID, temporary password and Vendor #. Please keep in a safe place. *You will need your Login ID when requesting forgotten passwords.*

As previously stated, even though you have chosen a password during registration, BuySpeed considers an initial password to be temporary and will require you to change it the first time you sign in after registration. You will be prompted to change your password at the next login.



## Uploading Your W-9

Please have your assigned Seller Administrator upload your W-9 form into the BuySpeed system. Only your Seller Administrator has the permission to upload this form into your profile.

Your Seller Administrator should have received of an email from the BuySpeed system confirming registration. This email should include the following information:

*Login ID*  
*Password*  
*Vendor #*

**\*Please save this email. You will need to refer back to your vendor # and Login ID as to troubleshoot most issues with your BuySpeed profile.**

**From:** do\_not\_reply@buyspeed.poha.com  
**Sent:** Wednesday, November 11, 2015 8:49 AM  
**To:** TestVendor  
**Subject:** Port of Houston Authority - User Account TestVendor Activated

The account for user TestVendor has been activated.

Login ID: TestVendor  
Password: KM0ta52M  
Vendor #: 00000075  
Company Name: Test Vendor

TestVendor, please log in and change your password as soon as possible.

Use this link to log on to Port of Houston Authority: <http://buyspeed.poha.com>

Thank you,  
Port of Houston Authority

If this is the first login, the Seller Administrator will be prompted to modify the temporary password. Once changed, please write down the new password.

**The Seller Administrator may upload the W-9 Form by following the instructions below:**

1. Click the **Administrator** tab, located in the upper right hand corner of the page.

Register - Test Vendor

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

Administrative User Information

Salutation:

First Name\*:  Last Name\*:

Job Title\*:  Department:

Email\*:  Phone\*:

Login ID\*:

New Password\*:  Confirm Password\*:

Login Question\*:  Login Answer\*:

Save & Continue Registration Reset Cancel

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2. Click the **Maintain Organization Information** icon.

Maintenance Home Page for: Test Vendor


General Alerts Vendor Messages

**Maintain Organization Information**




This section is used for maintaining organization information.

**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.


Exit

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3. Click the **Maintain General Organization Information** icon.


Maintain Organization Information for: Test Vendor

**Maintain General Organization Information**




This section is used for maintaining general organization information.

**Maintain Addresses**




This section is used to maintain addresses.

**Maintain Commodity Codes & Services**




This section is used to maintain commodity 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

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4. Click the **Browse** button located within the **Attachments** section (on the bottom/center section of the page) to locate your W-9 file. Next select **Open**.

Home | Vendor | News akilah Hicks

### Maintain General Organization Information

Vendor ID: 00001353  
Alternate ID: \_\_\_\_\_  
Company Name\*: Test Vendor Vendor Legal Name\*: Test Vendor  
DBA for Vendor: \_\_\_\_\_  
Status: Active Status Change Reason: \_\_\_\_\_  
Tax ID #: \*\*\*\*\* Show  Country Code for Tax ID: [US - United States of America]  
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?  
 EIN  SSN  
Incorporation Details: State: \_\_\_\_\_ Year of Incorporation: 0  
Business Description: \_\_\_\_\_  
Preferred Delivery Method: Email  
Vendor Email: \_\_\_\_\_  
Vendor Fax: \_\_\_\_\_  
 In Compliance  
 1099 Vendor  
Comments: \_\_\_\_\_  
Emergency Supplier:  
 Yes  No  
Emergency Phone\*: \_\_\_\_\_ Ext.: \_\_\_\_\_  
Emergency Contact Name\*: \_\_\_\_\_  
Emergency Email\*: \_\_\_\_\_  
Emergency Info Comment: \_\_\_\_\_  
 Reference Vendor  
User Last Updated: Test Vendor  
Date Last Updated: 01/22/2016 01:06:14 PM

### Attachments

No Attachments

File:

Description:

Confidential:

### Forms

Click Add Form to add form attachments.

No Form Attachments

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The screenshot shows a web interface with two main sections: "Attachments" and "Forms".

- The "Attachments" section has a header "Attachments" circled in yellow. Below it, the text "No Attachments" is displayed. A form contains fields for "File:" (with a "Browse..." button circled in red), "Description:", and "Confidential:" (with an unchecked checkbox). An "Upload" button is circled in red.
- The "Forms" section has a header "Forms" and a message: "Click Add Form to add form attachments." Below this, the text "No Form Attachments" is displayed. A row of buttons includes "Add Form" (circled in red), "Save & Exit", "Save & Continue", "Reset", and "Cancel & Exit".
- At the bottom, there is a copyright notice: "Copyright © 2015 Periscope Holdings, Inc. - All Rights Reserved."

5. Click **Upload** button within the **Attachments** section.
6. Click the **Save & Exit** button at the bottom of the page.

**You have successfully uploaded your W-9. Thank you for completing registration.**