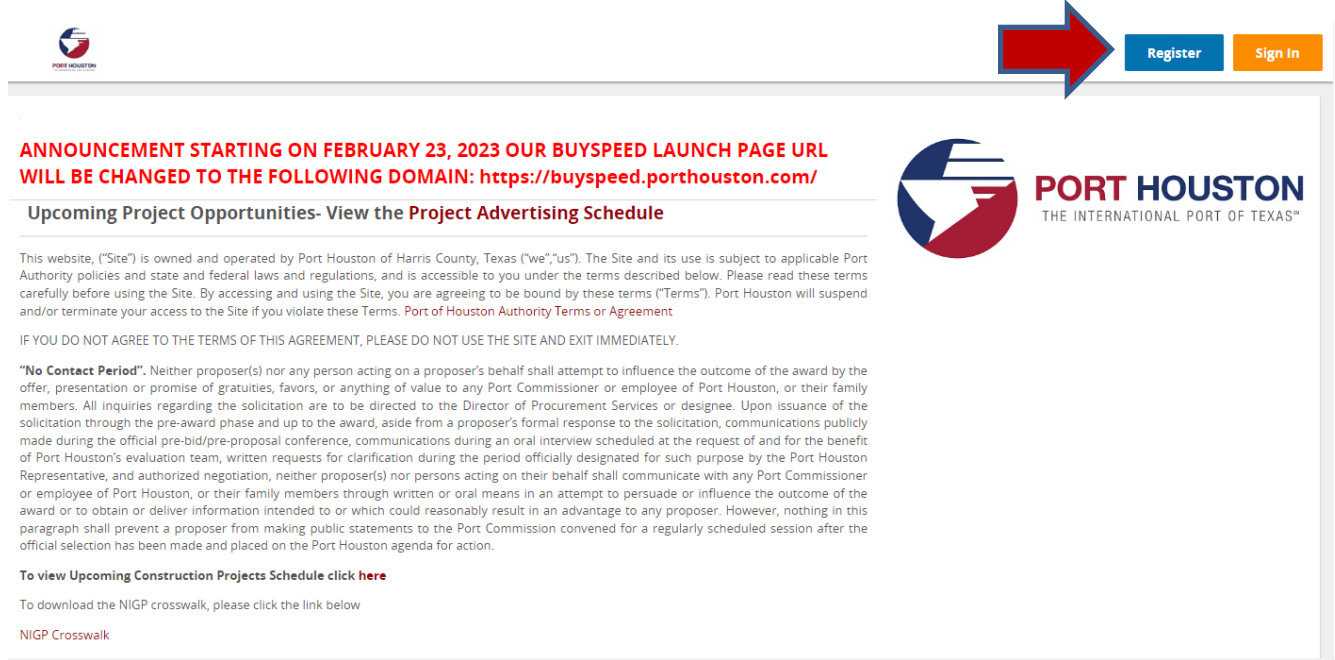


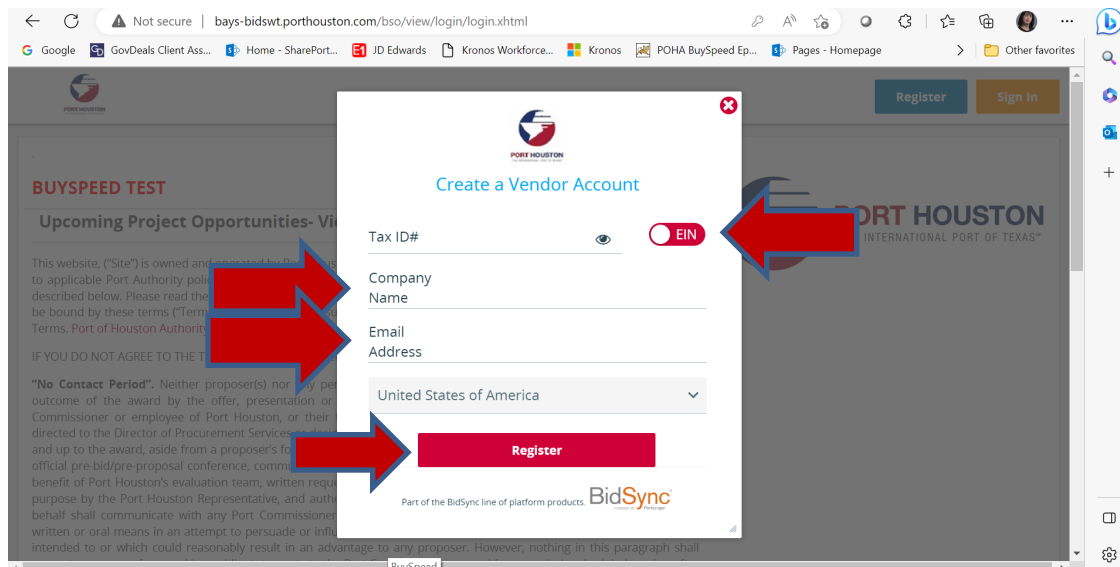
How to Register on BuySpeed

- Go to the following link: <https://buyspeed.porthouston.com/bs/>
- Click on the “Register” button



The screenshot shows the top navigation bar of the Port Houston website. On the right side, there are two buttons: "Register" (blue) and "Sign In" (orange). A large red arrow points to the "Register" button. Below the navigation bar, there is a red announcement banner that reads: "ANNOUNCEMENT STARTING ON FEBRUARY 23, 2023 OUR BUYSPEED LAUNCH PAGE URL WILL BE CHANGED TO THE FOLLOWING DOMAIN: <https://buyspeed.porthouston.com/>". Below the banner, there is a section titled "Upcoming Project Opportunities- View the Project Advertising Schedule". The main content area contains a disclaimer and a "No Contact Period" notice. At the bottom, there is a link to view upcoming construction projects and a link to download the NIGP crosswalk.

- It will prompt you to fill out the following:



The screenshot shows a web browser displaying the "Create a Vendor Account" form. The form has the following fields: "Tax ID#" with a radio button for "EIN" (selected) and a red arrow pointing to it; "Company Name"; "Email Address"; and "Address" with a dropdown menu set to "United States of America". A red arrow points to the "Register" button at the bottom of the form. Another red arrow points to the "EIN" radio button. The background shows the Port Houston website with a "BUYSPEED TEST" banner and a "Register" button.

Please note your tax ID can either be an EIN or SSN. Choose the slider button accordingly.

Then click “Register”.

- Fill out all fields pertaining to the company. Please be sure to fill out **all tabs from the top** Starting with “Company Information” and ending with “Summary,” clicking “Save & Continue Registration” before moving onto the next tab.

On the Company Information tab, you will find a field for an email address. This email address will be your primary email address for all bid notifications. For example, sales@xxxcompany.com. Please ensure your organization is set up for a group email address.

Register - Vendor Name Here - rmuniz@porthouston.com

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

Company Name*: Vendor Name Here Vendor Legal Name*: Vendor Name Here

Business Description:

Mailing Address Line 1*: 12345 Vendor Address Here

Address Line 2:

Address Line 3:

Address Line 4:

- “Administrator” tab should consist of information for the company’s point of contact. This person will have administrative rights to the vendor profile. The vendor administrator has the ability to make changes to the vendor company profile. Example, address changes, add/delete users, and general updates. Once completed click on “Save & Continue Registration”.

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

Administrative User Information

Salutation: Ms. ▾

First Name*: Roxanne Last Name*: Muniz

Job Title*: Owner Department:

Email*: rmuniz@porthouston.com Phone*: 123 456 7890

Login ID*: RMUNIZ1

New Password*: ***** Confirm Password*: *****

Login Question*: What is your favorite food? ▾ Login Answer*: tacos

Save & Continue Registration Reset Cancel

- “Address” tab will have the company’s General Address (copied over from the “Company Information” tab). You can also add additional addresses, such as Remit-to, Corporate Headquarters, and/or Physical address. Once done, click on “Continue Registration”.

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

Maintain Addresses For: Vendor Name Here

Name	Address Type	Address Information
General	General Mailing Address	Roxanne Muniz 12345 Vendor Address Here City, TX 12345 US Email: rmuniz@porthouston.com Phone: (123)456-7890

Add Another Address Continue Registration

- “Terms”- fill out all fields pertaining to your terms of the service you will provide. Once done, click “Save & Continue Registration”. The Port of Houston Authority is a governmental entity and is granted 45-day payment terms.

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

Payment Terms: Net 45

Freight Terms: Freight Prepaid

Shipping Method: Best Way

Shipping Terms: F.O.B., Destination

Save & Continue Registration Continue Registration

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- “Categories & Certifications” - consist of the company’s Categories and Certifications section. Please fill out all fields, especially those with an asterisk (*): Ethic Origin; Ownership Code; Small Business Program Participant (will need additional verification by PHA Business Equity Department, which can be reached at 713-670-2418); Contract Type; Local Business; Co-operative Member; and W9 Date and Registration Disclaimer. Once completed, click “Save & Continue Registration”.

Category: Small Business Program Participant*

Description: Are you currently enrolled In PHAs Small Business Development Program?

Please select exactly one category value

Select

Yes

No

Notes:

Category: Minority Business Enterprise Program Participant*

Description: Are you a certified Minority Business Enterprise?

Please select exactly one category value

Select

Yes

No

Notes:

Category: Woman Business Enterprise Program Participant*

Description: Are you a certified Woman Business Enterprise?

Please select exactly one category value

Select

Yes

No

.....

- “Commodity/Service Codes”- Please select all Codes that correspond to your company’s industry. This will be used when sending out notifications of any new solicitation postings. Please refer to the QUICK REFERENCE GUIDE, if needed. Vendors can add MULTIPLE NIGP codes to their profile using “NIGP Class” and/or “NIGP keyword” search tool.

The screenshot shows a web interface for managing 'Commodity/Service Codes'. The top navigation bar includes links for 'Company Information', 'Administrator', 'Address', 'Terms', 'Categories & Certifications', 'Commodity/Service Codes' (which is highlighted and has a red arrow pointing to it), and 'Summary'. Below the navigation is a 'Search' section with the following fields:

- NIGP Class**: A dropdown menu with a red arrow pointing to it.
- NIGP Class Item**: A dropdown menu.
- NIGP Keyword**: A text input field with a red arrow pointing to it.
- Search using**: A dropdown menu set to 'ALL of the criteria'.
- Search**: A button with a red arrow pointing to it.

Below the search fields is a purple informational banner: **i** 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

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

- Once completed adding all NIPG codes, please click on “Save and Continue Registration”.

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

Search

NIPG Class: 010 - ACOUSTICAL TILE, INSULATING MA...
 NIPG Class Item: 00 - ACOUSTICAL TILE, INSULATING MA...
 NIPG Keyword:
 Search using: ALL of the criteria

Search

NIPG Code Browse Show Categories

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

<input type="checkbox"/> Code	Description
<input type="checkbox"/> 010-00	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES

Cancel Save and Add More **Save and Continue Registration**

- Last tab, “Summary”- this will include all tabs’ information. Review and scroll to the bottom, then click on “Complete Registration” to successfully register on BuySpeed. Once completed, you will receive several emails to confirm your registry. Please keep them for your own personal records.

Category: Co-operative Member*
 Description: Are you a member of a co-operative? (Mandatory field)
 Non-Member

Category: W9 Date
 Enter W9 Date Below (MM/DD/YYYY)

Category: Registration Disclaimer*
 Description: The Part authority reserves the right to update or change the registration format without notice. By submitting this registration, you certify that the information you provide is true and accurate. This copy of the NIPG Crosswalk is the property of Heritage Holdings, Inc. and is protected under the copyright laws of the United States. Unauthorized duplication or copying is prohibited. Date: 01/13/2016

Agree

Complete Registration

For any questions, please contact Lee Ann Hakim at 713-670-2845 or the Office of Procurement Services at 713- 670-2464 for further assistance.