How to Register on BuySpeed

- Go to the following link: <u>https://buyspeed.porthouston.com/bso/</u>
- Click on the "Register" button

5 Register Sign Ir ANNOUNCEMENT STARTING ON FEBRUARY 23, 2023 OUR BUYSPEED LAUNCH PAGE URL WILL BE CHANGED TO THE FOLLOWING DOMAIN: https://buyspeed.porthouston.com/ PORT HOUSTON Upcoming Project Opportunities- View the Project Advertising Schedule THE INTERNATIONAL PORT OF TEXAS This website, ("Site") is owned and operated by Port Houston of Harris County, Texas ("we", "us"). The Site and its use is subject to applicable Port Authority policies and 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"). Port Houston 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 proposer(s) nor any person acting on a proposer'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 Port Houston, or their family members. All inquiries regarding the solicitation are to be directed to the Director of Procurement Services or designee. Upon issuance of the solicitation through the pre-award phase and up to the award, aside from a proposer'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 Port Houston's evaluation team, written requests for clarification during the period officially designated for such purpose by the Port Houston Representative, and authorized negotiation, neither proposer(s) nor persons acting on their behalf shall communicate with any Port Commissioner or employee of Port Houston, 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 proposer. However, nothing in this paragraph shall prevent a proposer 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 Houston agenda for action. To view Upcoming Construction Projects Schedule click here To download the NIGP crosswalk, please click the link below NIGP Crosswalk

• It will prompt you to fill out the following:

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	PORT HOUSTON	
BUYSPEED TEST	Create a Vendor Account	T.
Upcoming Project Opportunities- Vie	Tax ID#	
This website, ("Site") is owned and exceeded ballier to applicable Port Authority politi described below. Please read the be bound by these terms ("Term"	Company Name	Ľ.,
Terms. Port of Houston Authority	Email	
IF YOU DO NOT AGREE TO THE T	Address	
"No Contact Period". Neither proposer(s) nor by per outcome of the award by the offer, presentation or	United States of America 🗸	
Commissioner or employee of Port Houston, or their directed to the Director of Procurement Services and and up to the award, aside from a proposer's for official pre-bid/pre-proposal conference, comment	Register	
benefit of Port Houston's evaluation team, written reque purpose by the Port Houston Representative, and author	Part of the BidSync line of platform products.	_
behalf shall communicate with any Port Commissioner	A more a m	
intended to or which could reasonably result in an advantage	ge to any proposer. However, nothing in this paragraph shall	- iội

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.

gister - Vendor Na	ame Here - rmuniz@porthouston.com	1	
Company Information Adm	inistrator Address Terms Categories & Certifications Cor	mmodity/Service Codes Summary]
Company Name*:	Vendor Name Here	Vendor Legal Name*:	Vendor Name Here
usiness Description:			
Nailing Address Line 1*:	12345 Vendor Address Here		
ddress Line 2:			
ddress Line 3:			
ddress 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	dministrator Address Terms Categor	ies & Certificatio	ns Commodity/Service Codes Sumn	sary			
Administrative U	ser Information						
Salutation:	Ms. 🗸						
First Name*:	Roxanne			Last Name*:	Muniz		
ob Title":	Owner			Department:			
mail*:	muniz@porthouston.com			Phone*:	123	456	7890
ogin ID [*] :	RMUNIZ1		_				
New Password":				Confirm Password*:			
login Question*:	What is your favorite food?	~		Login Answer*:	tacos.		

 "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 Add	ess Terms	Categories & Certifications	Commodity/Service Codes	Summary	(
Maintain Addre	sses For: Vendo	or Name H	ere			
Name			Address Type			Address Informatio
General	General Mail	ling Address		Roxa 1234 City, US Eman Phor	inne Muniz 15 Vendor Ar TX 12345 II: rmuniz@g te: (123)456	ddress Here porthoustor om -7890
				Add Another Addre	ss	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.

ompany Informatio	n Administrator Address	Terms	Categories & Certifications	Commodity/Service Codes	Summary	
iyment Terms:	Net 45	6				
eight Terms:	Best Way	(
hipping Terms:	F.O.B., Destination					
				Save & Continue Regis	tration	Continue Registration
				Copyright © 2019 Perise	ope Holding	s, Inc All Rights Reserved.

 "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; Cooperative Member; and W9 Date and Registration Disclaimer. Once completed, click "Save & Continue Registration".

Category: Sr	nall Business Program Participant*
Descriptio	on: Are you currently enrolled in PHAs Small Business Development Program?
Please select ex	ractly one category value
Select	
Yes	
□ No	
Notes:	
Category: M	inority Business Enterprise Program Participant*
Descriptio	mining - sector provide a sector provide
Please select ex	actly 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

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 "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.

Company Informa	tion	Administrator	Address	Terms	Categories & Certifications	Commodity/Service Codes	Summary
Search							
NIGP Class						~	
NIGP Class Item	~						
NIGP Keyword							
Search using	ALI	. of the crite	eria 🗸				
			Search	-	-		
1 Use the NIGP	Comn	nodity Code Sea	arch Engine	e if you ar	re familiar with the NIGP co	de. If not use the NIGP Code	Browse below.
NIGP Code E	Brow	se					
 Select the cat 	tegory	that best descri	bes the pr	oduct and	d service you offer. Click on	the question mark for more	information.
01		Administrati	ve, Financia	l, and Man	agement Services		
02		Agricultural	Equipment a	and Relate	d Products and Services		
03		Arts, Crafts, I	Entertainme	ent, Theatr	e		
04		Automotive	Products, Ve	ehicles, and	d Services		

• Once completed adding all NIPG codes, please click on "Save and Continue Registration".

Company Informa	ition Admin	istrator Address	Terms	Categories & Certifi	cations Commo	dity/Service Codes	Summery	
search								
VIGP Class	010 - AC	OUSTICAL TIL	e, insul	ATING MA	~			
NIGP Class Item	00 - ACC	OUSTICAL TILE	, INSULA	TING MA 🗸				
NIGP Keyword								
Jearch using	ALL of th	ne criteria 🗸						
		Search						
Use the NIGP	Commodity	Code Search Engin	ie if you an	e familiar with the l	NIGP code. If not	use the NIGP Code	e Browse below.	
NIGP Code I	Browse	Show Categor	ies					
Select the call	tegory that be	est describes the p	roduct and	service you offer, i	Click on the ques	tion mark for mor	e information.	
Code			Descriptio	an .				
010-00			ACOUSTICA	AL TILE, INSULATING I	MATERIALS, AND SU	PPUES		-

• 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.

c Category: Co-operative Member*
Desurption: Are you a member of a Co-operative) (Mondative) member
Kar-linear
Calegory W5 Sate
Comer WB Cleve Below 10/06/20/11/11
" congury migror usus discussion"
Description: The First Authentity reserves the right to uplate or change the registration format without nucle. By submitting this registration, you perside is true and accurate. This capy of the nutlet conserve of Personne subliding, inc. and is protected under the copyright laws of the United States. Unauthented ouplication or capying is prohibited. Data
Agree
Provide P 2018 and a second seco

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.