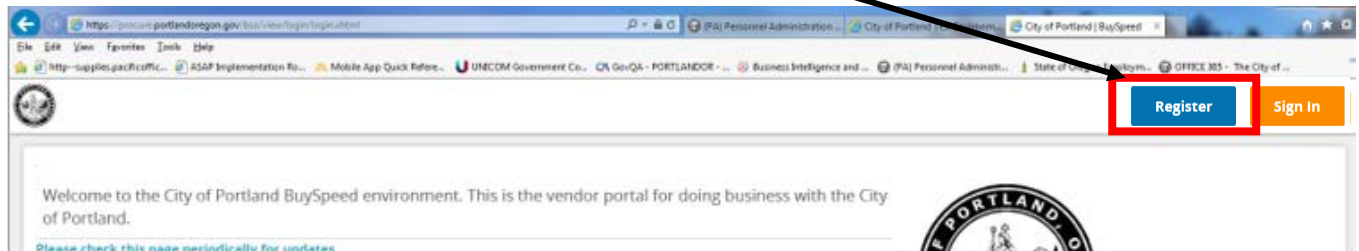


City of Portland BuySpeed Vendor Registration

1. Go to BuySpeed. <https://procure.portlandoregon.gov/bso/>
2. Click on the “Register” button.



3. Create a Vendor Account box pops up. Fill in your Tax ID #, Company Name, Email Address, and select the Country of Incorporation from the drop down box. Click on the “Register” button to continue.

A screenshot of a "Create a Vendor Account" registration form. The form is titled "Create a Vendor Account" and has a blue "Register" button in the top right corner. The form fields are: "Tax ID#" with a masked input field (dots) and an "EIN" toggle switch; "Company Name" with the text "Training For Less"; "Email Address" with the text "Training4Less@comcast.org" and a close icon; and a dropdown menu for "Country of Incorporation" with "United States of America" selected. A large green "Register" button is at the bottom of the form.

4. In the “Company Information” tab, fill out requested information. When all information has been added, click on “Save & Continue Registration” button.



Register - Training For Less - Training4Less@comcast.org

Company Information

Administrator Address Terms Categories & Certifications Commodity/Service Codes Summary

Company Name*:	Training For Less	Vendor Legal Name*:	Training For Less
Business Description:			
Mailing Address Line 1*:			
Address Line 2:			
Address Line 3:			
Address Line 4:			
Country*:	US - United States of America		
City*:		State/Province*:	
ZIP*:		County:	
Company Phone*:		Company FAX:	
Company Email*:	Training4Less@comcast.org	Tax ID #*: Show
Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)?			
<input checked="" type="radio"/> EIN <input type="radio"/> SSN			
State of Incorporation:		Year of Incorporation:	0
Preferred Delivery Method:	Email		
Would you like to be registered as an emergency supplier in the case of an emergency? <i>Note: Emergency suppliers must be available 24 hours a day, 7 days a week.</i>			
<input type="radio"/> Yes <input checked="" type="radio"/> No			
Emergency Phone:		Ext.:	
Emergency Contact:		Emergency Email:	
Emergency Info Comment:			

Save & Continue Registration Reset Cancel

5. The “Administrative User Information” tab opens. Fill in the information requested. Click on “Save & Continue Registration” button to continue.

Register - Training For Less - Training4Less@comcast.org

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

Administrative User Information

Salutation:

First Name*:

Job Title*:

Email*:

Login ID*:

New Password*:

Login Question*:

Last Name*:

Department:

Phone*:

Confirm Password*:

Login Answer*:

Save & Continue Registration

- All Rights Reserved.

6. “Address” tab opens. You can add another address or continue registration.

Register - Training For Less - Training4Less@comcast.org

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

Maintain Addresses For: Training For Less

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Less Teacher 11122-Road Street Portland, OR 97204 US Email: Training4Less@comcast.org Phone: (503)111-1111 Fax: (503)222-2222	Active	Yes

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7. To receive bid notifications, click on the “Add Another Address” button and add information requested. Ensure that the Address Type has “Bid Mailing Address” is selected from the drop down box.
8. When complete, click on “Continue Registration” button to continue.

Register - Training For Less - Training4Less@comcast.org

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

Maintain Addresses For: Training For Less

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Less Teacher 111222 Road Street Portland, OR 97204 US Email: Training4Less@comcast.org Phone: (503)111-1111 Fax: (503)222-2222	Active	Yes

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9. When you continue registration, the “Terms” tabs open. Currently this is not used. Click on “Save & Continue Registration” button to continue.

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

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10. Categories & Certification tab opens. In the tab are a list of questions pertaining to your businesses categories. First you will see “13” Category Questions. Answer all.

Note: Category Question #1, In Notes: only put numerical certification number. No special symbols or context will not allow your certification to be validated.

Note: that Category Question #2 in automatically filled out for you. Answer all questions.

Note: ensure that you answer Question #6 on Equal Employment Opportunity and Question #7 on Equal Benefits Compliance to be compliant with City of Portland business requirements.

11. Click on the “Save & Continue Registration” button at the bottom of the page.

Register - Training For Less - Training4Less@comcast.org

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

Category: Question 1* - Oregon MWESB Certification Number

Description: Please indicate if you are an Oregon certified Disadvantaged, Minority-owned, Woman-owned, or Emerging Small Business Emerging Small Business at the following website. Category URL: <http://www.oregon4biz.com/How-We-Can-Help/OMWESB/>

Please select exactly one category value

Select

No, I am not OR Certified

Yes, I am OR Certified. Please enter your Certification Number (numerals only) in the Notes field below.

Notes:

Save & Add Certification Save & Continue Registration Continue Registration

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12. The “Commodity/Service Codes” tab opens. This tab allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can browse through the general categories of commodities and services, or search by Keyword. Once you have found and selected your NIGP code, select all the NIGP Class items that correspond with your business.

Note: all NIGP Class Items have a “99” General Class. Selecting the “99” does not encompass all other NIGP Codes listed in the drop down menu. However, be sure to add it to your selection. Save and Add More to add other NIGP Class or NIGP Class Items.

Note: When using NIGP Code Browser – be aware of wording, it may not appear as you would think. Take the time the review all categories to ensure a wider range of opportunities for your business.

Register - Training For Less - Training4Less@comcast.org

[Company Information](#) [Administrator](#) [Address](#) [Terms](#) [Categories & Certifications](#) [Commodity/Service Codes](#) [Summary](#)

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

Search

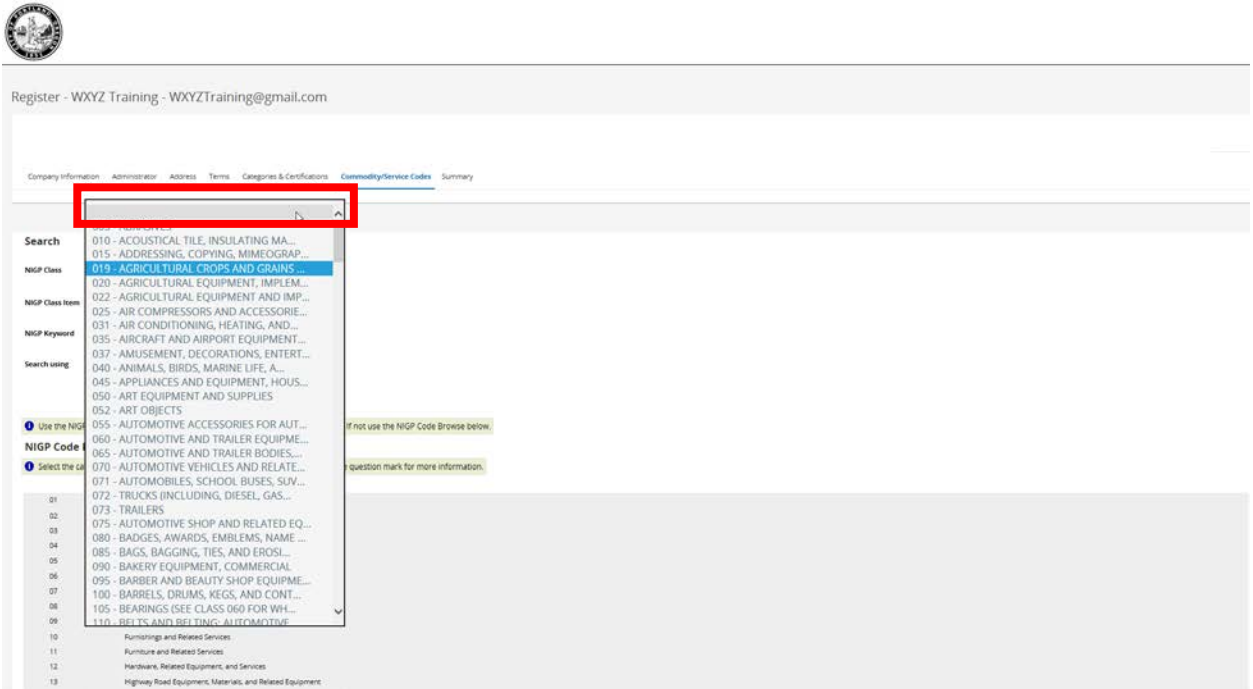
i Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

NIGP Code Browse

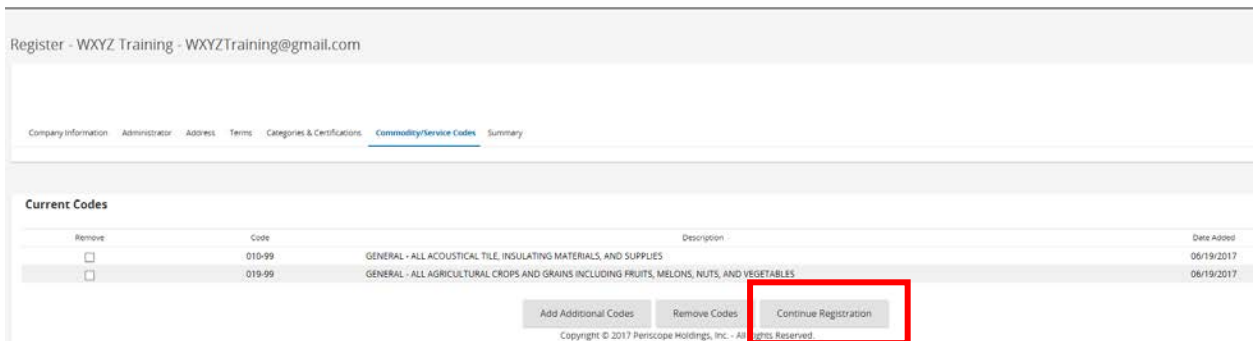
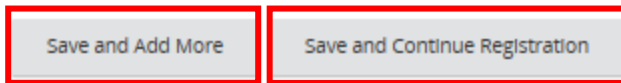
i Select the category that best describes the product and service you offer. Click on the question mark for more information.

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
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

Note: To reset a NIGP Class or NIGP Class Item, select the “blank” at the top most position as shown below;



13. Once you have found and selected your NIGP code, the “Save and Add More” and the “Save and Continue Registration” buttons appear at the bottom of the page. Select the appropriate action. If you are adding more NIGP Codes, when complete, click on the “Save and Continue Registration” button.



14. The Summary tab opens.

Review the information provided for correctness. If any information needs revision, use the tab to go to that section and make corrections, save and then go back to the “Summary” tab. Scroll to the bottom of the page and complete your registration by clicking on the “Complete Registration” bottom.

Register - Training For Less - Training4Less@comcast.org

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

Company Information

Vendor ID:	0000434	Alternate ID:		Company Name:	
State:	OR	Status Change Reason:		Tax Code:	
Tax ID Type:	EN	Incorporation Details - State:	OR	Year of Incorporation:	
Business Description:	Employee Development	Preferred Delivery Method:		Vendor Email:	
Emergency Contact:	Yes				
Emergency Phone:	503-115-1111				
Emergency Contact:	LEST Teacher				
Emergency Email:	LESTTeacher@comcast.org				
Emergency Info Comment:					

Users Information

Trainers/less	login ID	LAST	First Name	Teacher	Last Name	Active	Status	Role
								Senior Administrator

Address Information

Name	Address Type	Address Information
General	General Mailing Address	LEST Teacher 111222 8th Street Portland, OR 97204 US Email: Training4Less@comcast.org Phone: 503-115-1111 Fax: 503-522-2222

Please provide the opening date of the plan year in which Equal Benefits will be available to your employees in the Notes field below. (GO TO QUESTION 12)

Category: Question 12 - Open Enrollment Current Provider

Description: Who is the current provider of benefits at your firm?

Please provide the name and address of your current benefits provider in the Notes field below. (YOU'RE DONE! PLEASE CLICK "Save & Continue" BELOW)

Category: Question 13 - Collective Bargaining

Description: What is the name of the relevant labor organization, and the expiration date of the current collective bargaining agreement?

Please provide the name of the relevant labor organization in your firm, and the expiration date of the current collective bargaining agreement in the Notes Field Below. (YOU'RE DONE!)

Complete Registration

15. The “Thank You” page appears. This completes your self-registration process in BuySpeed. An email will be sent to the address you put on the “Company Information” tab once your registration is complete. You may use this information to login and add additional users to maintain your organizational

profile.



Thank You

Thank you for registering with City of Portland Test Environment. Registration confirmation will be emailed to you.
For questions or comments please contact City of Portland at 503 823-5047.

OK

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