

## Quick Reference Guide

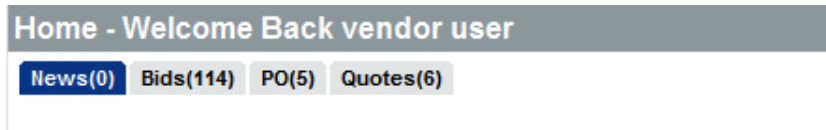
### BuySpeed Online 7.5 Vendor Homepage / Control Center

BuySpeed Online 7.5 features a revamped Homepage / Control Center. The new tabbed layout provides a cleaner look, reduced page load times and easier access to more documents without having to scroll.



### Navigation

To find an item, first click on the appropriate tab. Note that the number of items within each tab is displayed in parentheses.



- The **News Tab** displays messages posted by system administrators from the organization, such as announcements, system instructions, and notifications.
- The **Bids Tab** displays recently announced and closed bids.
- The **PO Tab** displays Purchase Orders and Change Orders awarded to your company.
- The **Quotes Tab** displays quotes you have prepared.

To find a specific document, select the tab of the document type. For Quotes, you can click on additional sub-tabs, depending on the status of your quote. Each sub-tab also displays the total number of your documents with that status in parentheses.



The most recent five (5) of your documents in each status will display. Clicking “View More” will provide you the complete list of your documents within that status.

## Configuring Your Homepage

To save time, you can also configure which tab you want to appear first when visiting your Homepage / Control Center.

Click **My Account** in the Header Bar, then **Edit** next to “My Information.” Then select a “Default Homepage Tab” from the drop-down box.

BuySpeed™ Online

Seller Seller Administrator

NIGP Code Browse | **My Account** | Customer Service | About

Home POS Bids Contracts Quotes

Home - Welcome Back vendor user

News(0) Bids(116) PO(5) Quotes(6)

No News Available

My Information

Salutation

First Name vendor Last Name user

Job Title vendor Department

E-mail charris@goperiscope.com

Company chris test

Phone (545) 165 - 1655 Ext.

Change Password Confirm Password

Login Question

Login Answer

Default Homepage Tab for Seller News

My Account Information

My Information Edit

Salutation			
First Name	vendor	Last Name	user
Job Title	vendor	Department	
Email	charris@goperiscope.com		
Company	chris test		
Phone	(545)165-1655		