

Vendor Registration

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through BuySpeed Online (BSO), vendors must be registered within the system. Vendors can register themselves by accessing the BSO login screen and selecting **Register**.

Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. BSO will first confirm the uniqueness of your tax ID in the system. If your tax ID is already registered, you will be notified that you cannot complete registration.

NOTE: If you are certain your entity has not registered and you believe this message to be an error, please contact the organization you are attempting to register with.

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Within the **Administrative User Information** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to BSO.

Once complete, you may select to **Add Additional Addresses** (Remit-to, Mailing, etc.) or to **Continue Registration**.

Register

Company Information

Company Name: Testing Labs

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:

Tax ID #: 123456789

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? EIN SSN

Year of Incorporation: 0

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? Yes No
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone:

Ext.:

Emergency Contact:

Emergency Email:

Emergency Info Comment:

Administrative User Information

Salutation:

First Name:

Last Name:

Job Title:

Department:

Email:

Phone:

Login ID:

Login Answer:

Emergency Info Comment:

Buttons: Add Another Address, Continue Registration, Reset, Cancel

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Beginning the Registration Process

Vendor Registration

Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms, Categories and Certifications** screen. Here you're asked to provide your standard payment and shipping terms, as well as designate your status for various categories and certifications requested by the organization you're registering with.

NOTE: This information is subject to verification by the organization requesting it and your registration may be held until verified.

After you've completed this screen, click **Save & Continue Registration** along the bottom.

Terms, Categories, and Certifications - Testing Labs	
Terms	
Payment Terms:	<input type="text"/>
Shipping Terms:	<input type="text"/>
Categories & Certifications	
Category: locality	
Please select at most one category value	
Select	
<input type="checkbox"/>	In Onondaga County
<input type="checkbox"/>	In NYS but outside Onon. Co.
<input type="checkbox"/>	In the US but outside NYS
<input type="checkbox"/>	Outside the US
Notes:	
<input type="text"/>	
Category: Minority or Woman Owned	
Description: Minority or woman owned businesses	
Select	
<input type="checkbox"/>	African American
<input type="checkbox"/>	Native American
<input type="checkbox"/>	Hispanic American
<input type="checkbox"/>	Woman Owned Enterprise
Notes:	
<input type="text"/>	
<input type="button" value="Save & Exit"/> <input type="button" value="Save & Continue"/> <input type="button" value="Reset"/> <input type="button" value="Cancel & Exit"/>	

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Supplying Terms, Categories and Certifications

Registering for Commodity Codes

The last step in the registration process is to select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services. The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

Vendor Registration

Commodity and Service Codes - Testing Labs ?

Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using **ALL of the criteria**

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
18	Miscellaneous Commodities and Services
19	Office Supplies, Related Items, and Services
20	Paper, Printing Equipment, and Related Products and Services
21	Personal Products, Equipment, and Services
22	Public Works, Park Equipment, and Construction Services
23	Rental and Leasing Services
24	Safety and Protection Equipment and Related Services
25	School and Library Equipment, Supplies, and Services
26	Sporting, Athletic, and other Outdoor Equipment and Services
27	Testing and Sampling Equipment and Services
28	The Trades: Electrical, Engineering, HVAC, Plumbing, and Welding
29	Transit Equipment and Related Services, Mass
30	Water and Sewer Treatment Equipment, Supplies, and Services

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Registering Your Commodity Codes

You have now completed the self-registration process in BSO. The email provided within the **Company Information** section will be emailed once your registration is complete.

Thank You

Thank you for registering with BuySpeed eProcurement System.
Registration confirmation will be emailed to you.
For questions or comments please contact Periscope Holdings Inc. at
512-472-9062.

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